

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Re-printing an EMT/AEMT Card	Number: 650-87
Effective Date: 3/23/2018	

PURPOSE:

To provide instructions on how to re-queue and re-print an EMT or AEMT card.

REGULATION GUIDANCE:

According to Section 100344 of Chapter 10, all California issued EMT and Advanced EMT wallet-sized certification cards shall be printed by the certifying entity or the Authority using the Central Registry. The cards shall be printed using the single Authority approved format on cards provided by the Authority. Chapter 2, Section 100062 (f) states that **if an EMT or Advanced EMT certification card is lost, destroyed, damaged, or there has been a change in the name of the EMT, a duplicate certification card may be requested.** The request shall be in writing to the certifying entity that issued the EMT certificate and include a statement identifying the reason for the request and if due to a name change, include a copy of legal documentation of the change in name. The duplicate card shall bear the same certification number and date of expiration as the original card.

REFERENCE:

- Chapter 10: California EMT Central Registry, Section 100344
- Chapter 2: Emergency Medical Technician, Section 100062
- Chapter 3: Advanced Emergency Medical Technician, Section 100123
- Procedure 650-65 How to Print an EMT card

PROCEDURE:

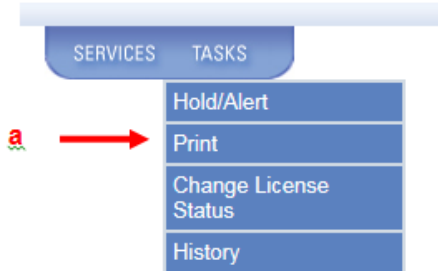
1. In the left column of the Central Registry under Licensee, click >Edit (a) and enter the name or SSN (b) for the person record/certification that you wish to search. You may also search by License Number.

The screenshot shows the MyLicense Office web application. On the left is a navigation menu with options: Applicant, Licensee, Edit, Reminders, Reports, User Security, and Batch Control. The 'Licensee' section is expanded, and the 'Edit' option is highlighted with a red arrow labeled 'a'. The main content area displays a search form for a Licensee. The form has tabs for 'Person' and 'Facility'. Under the 'Person' tab, there are several input fields: Profession (set to 'Certifying Entity'), License Status (set to '<All Status>'), Last Name (set to 'Voyance'), City, SSN, License Type (set to 'EMT'), First Name, Address Line1, State (dropdown), Address Type (set to 'General'), License Number, Middle Name, Address Line2, Zip Code, and Licensee Only (checked). A red arrow labeled 'b' points to the 'Last Name' field.

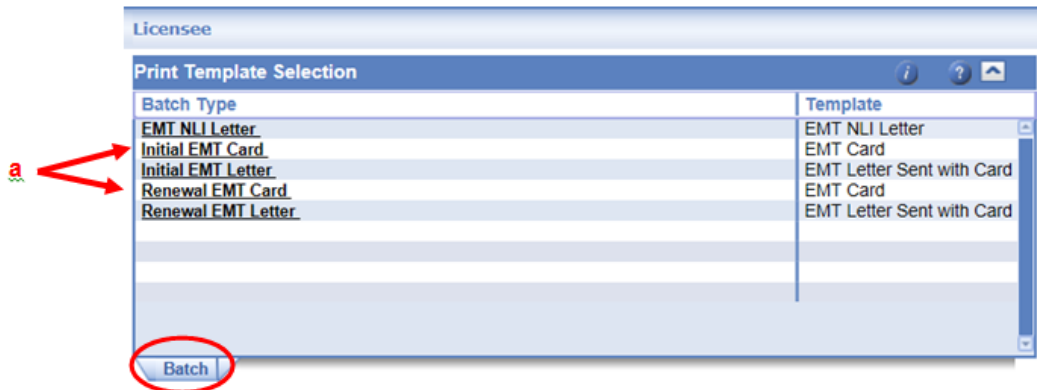
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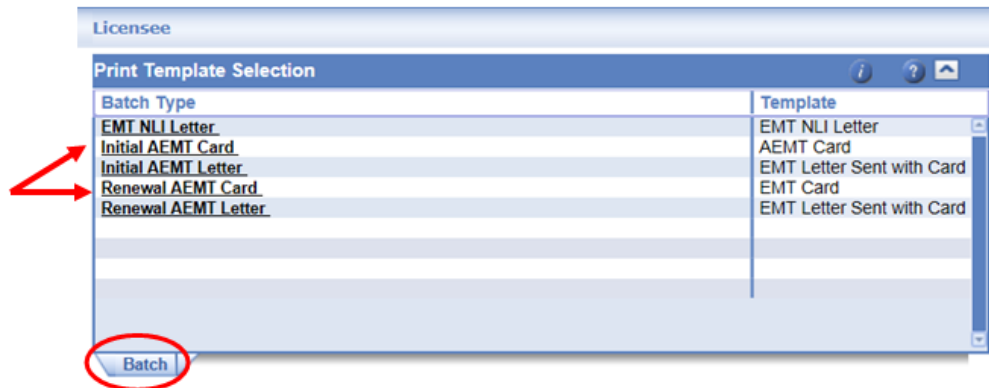
2. In the “Tasks” drop-down menu on the top right,select Print (a).



3. The next screen is the Print Template Selection. Here you will select Initial EMT Card **OR** Renewal EMT Card (a) and then Click on Batch.



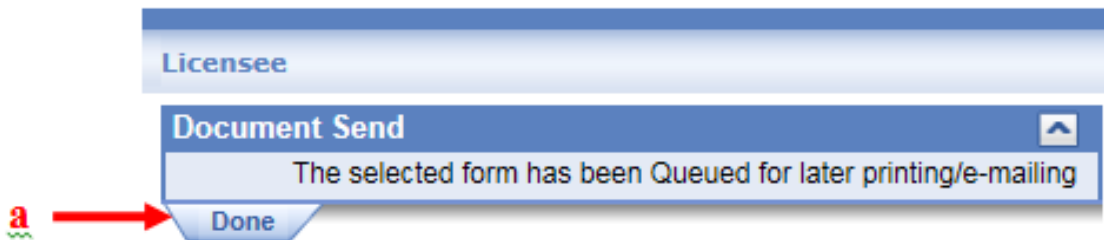
4. Below is the screen you will see for AEMT; follow the same instructions in Step 3 above.



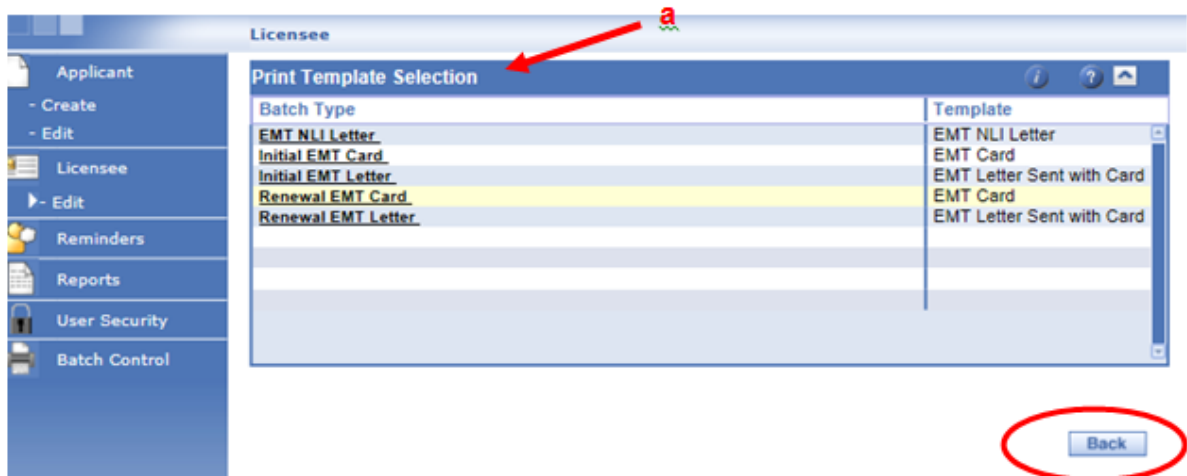
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- The screen that appears next will alert you that the document has been queued to print. Click on Done.



- You will be returned to the Print Template Screen (a). Click on Back to return to the EMT record.



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7. **When you are ready to print the card**, select Batch Control and Current on the far right navigation bar as shown in the screen shot below.

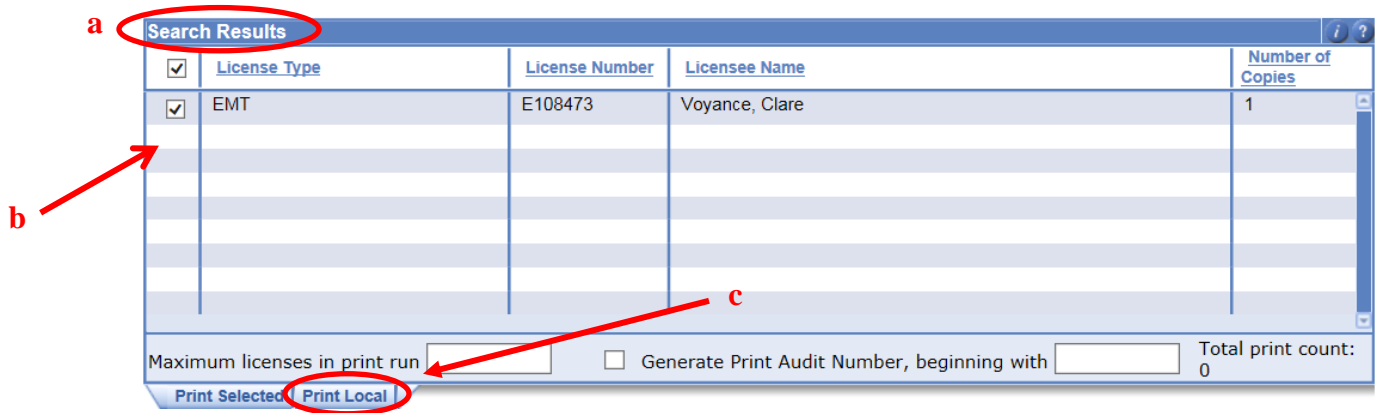
- (a) In the Profession drop down box, select Certifying Entity.
- (b) Click the underlined Batch type to be printed – Initial or Renewal
Separate batches need to be run for each batch type.
(For reinstatements, select “Initial EMT Card”)
- (c) In the Search Batches mini panel, select the License Type – EMT.
- (d) Then the Certifying Entity will auto populate for your agency.
- (e) Enter the license number that you want to reprint (or the last name) and click the Search button.

The screenshot displays the 'Licensee > Batch Control' interface. On the left navigation bar, 'Current' is selected. The main content area is split into two sections. The top section, 'Current Batches', features a 'Profession' dropdown menu set to 'Certifying Entity' (indicated by red arrow 'a'). Below it is a list of batch types: 'EMT NLI Letter', 'Initial AEMT Letter', 'Initial EMT Card', 'Initial EMT Letter', 'Renewal AEMT Card', 'Renewal AEMT Letter', 'Renewal EMT Card', and 'Renewal EMT Letter'. The 'Initial EMT Letter' and 'Renewal AEMT Card' items are underlined (indicated by red arrow 'b'). The bottom section, 'Current Batch(es)', contains a 'Search Batches' mini-panel. It includes a 'License Type' dropdown menu set to 'EMT' (indicated by red arrow 'c'), a 'License No' input field (indicated by red arrow 'e'), and input fields for 'First Name', 'Last Name', and 'Full Name'. A 'Certifying Entity' dropdown menu is also present (indicated by red arrow 'd'). A red 'Search' button is circled in red at the bottom left of the mini-panel.

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8. Next, you will see the EMT listed in the Search Results (a) panel. Check the box of the EMT you searched and wish to print (b) and click on Print Local (c).



9. After you click Print Local, a word document will open with the selected templates. You may now send this word document to the card printer and print the card.