

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Reinstating an Expired EMT Certification	Number: 650-68
Effective Date: 8/30/2017	

PURPOSE:

To provide instructions on the process for reinstating an expired EMT certification.

REGULATION GUIDANCE:

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

REFERENCE:

- Chapter 10: California EMT Central Registry, Section 100344
- Chapter 2: Reinstatement of an Expired California EMT Certificate, Section 100081
- EMT Certification Requirements and Fees chart
- Skills Competency Verification Form, EMSA – SCV (01-17)
- EMT Eligibility, Recertification and Expiration Cycles chart
- Compatibility View Instructions
- Procedure 650-65 How to Print an EMT Card
- Procedure 650-55 Submitting a No Longer Interested (NLI) form

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 renew. You may also search by last name or license number.

The screenshot shows the 'Licensee' search interface. On the left is a navigation menu with options: Applicant, Licensee, Edit, Reminders, Reports, User Security, and Batch Control. The 'Edit' option is highlighted with a red arrow labeled 'a'. The main area contains a search form with two tabs: 'Person' and 'Facility'. The 'Person' tab is active, showing fields for Profession, License Status, Last Name, City, SSN (with the value '999599999'), First Name, Address Line1, State, Address Type, License Type, License Number, Middle Name, Address Line2, Zip Code, and Licensee Only checkbox. A red arrow labeled 'b' points to the SSN field. Below the form is a 'Search' button and a 'Clear' button. At the bottom, there is a 'Search Results' table with columns: Name / License Type, Address, Subtype, License Number, Hold/Alert, and License Status. The table currently displays 'No results were found.' and 'Page 1 of 0'.

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

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2. If you search by last name only, you may find multiple EMT records and will need to know the full name and SSN to confirm the correct record. When you find the correct person record that you are planning to renew, click on the (underlined) **EMT**. Below is an example of EMT records with the same name:

The screenshot shows a search results table with the following data:

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
<u>Smith, Amanda</u> EMT			E061916		Expired
Smith, Amanda J EMT			E106748		Expired
Smith, Amanda N EMT			E043800		Expired

3. Once you click on the underlined EMT, this will take you to the individual's record as shown in the two screenshots below.

The first screenshot shows the search results for Clare Voyance:

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
<u>Voyance, Clare</u> EMT	5555 Auburn Blvd Sacramento CA 95841		E108473		Expired

The second screenshot shows the details for the selected record:

Person

Prefix:
First Name: Clare
Middle Name:
Last Name: Voyance
Date of Birth: 09/01/1991
SSN: 555555555

License

License Type: EMT
Certification Number: E108473
Applicant Number: 166981
Status: Expired
Date This Status: 11/01/2016
Reason Changed: Expired
Issue Date: 12/09/2014
Expiration Date: 10/31/2016
Effective Date: 12/09/2014
Obtained By: Initial Certification Application

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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	12/02/2014	555555555

Requirements ▲		
Name	Status	Date
Certified By	Completed	12/09/2014

Single CORI Details ▲
CORI Status:
Requested By:
CORI Date:

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

EMT Accreditation Details ▲		
LEMSA	Start Date	End Date
No Data		

Alias Details ▲			
Date Changed	Alias Type	Last Name	First Name
12/09/2014	Marital Status Change	Avoidance	Clare
12/09/2014	Marital Status Change	Voyance	Clare

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

Exam Details ▲			
Exam Battery	Exam Type	Result Code	Exam Date
No Data			

4. Below the Search Results mini-panel, click the Reinstate tab (a).

Licensee

Person
Facility

Search
Clear

Search Results ▲▲					
Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Voyance, Clare	5555 Auburn Blvd Sacramento CA 95841				
EMT	5555 Auburn Blvd Sacramento CA 95841		E108473		Expired

Reinstate
a

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5. Once you click the Reinstatement tab, this is the screen you will see:

The screenshot shows the MyLicense Office interface for a licensee named Clare Voyance. The 'Reinstatement Application Information' form is open, showing fields for Profession, Certifying Entity, License Type (EMT), and Application Date (04/21/2017). The 'Obtained By' dropdown menu is currently empty, and a red arrow labeled 'a' points to it.

6. Click on the Obtained by drop down (a) shown above and you will choose the correct option (b) as shown below for the lapsed EMT reinstatement:

The screenshot shows the same MyLicense Office interface, but the 'Obtained By' dropdown menu is now open, displaying three options: 'EMT Reinstatement/Lapsed <6 months', 'EMT Reinstatement/Lapsed >6 but <12 months', and 'EMT Reinstatement/Lapsed >12'. A red arrow labeled 'b' points to the '>12' option.

7. Once you choose the correct Obtained By option, click >Save (c).

The screenshot shows the MyLicense Office interface with the 'Obtained By' dropdown menu set to 'EMT Reinstatement/Lapsed <6 months'. A red arrow labeled 'c' points to the 'Save' button.

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8. Next, you will see the following screen. **Notice that you are now in the Applicant Edit module (a)** and no longer in Licensee Edit. This occurs automatically when you start the reinstatement process.

The screenshot shows the Applicant Edit module interface. On the left, a navigation menu is visible with 'Applicant' selected and 'Edit' highlighted. A red arrow labeled 'a' points to the 'Edit' option. The main area displays search results for 'Voyance, Clare' with an EMT license type. A red arrow labeled 'b' points to the 'EMT' entry in the search results table.

Name / License Type	SSN/FEIN	Applicant Number	Obtained By	Subtype	Application Date	Hold/Alert	Application Status
<u>EMT</u>	555555555	167237	EMT Reinstated/Lapsed <6 months		04/21/2017		Pending

Now click on the underlined EMT (b) as shown above to open the record and minipanel that you will need to complete in order to reinstate the EMT certification.

9. **IMPORTANT NOTE:** If you should time out or leave and come back later to complete the process, you will need to re-enter through the Applicant Edit module (a) to open the all minipanel and complete the reinstatement. You will not be able do this via Licensee Edit.

The screenshot shows the Applicant Edit module form. On the left, a navigation menu is visible with 'Applicant' selected and 'Edit' highlighted. A red arrow labeled 'a' points to the 'Edit' option. The main area displays the form for editing an applicant record, including fields for First Name, Last Name, Profession, License Type, State, Zip Code, and SSN.

First Name: Last Name: Profession:
License Type: Zip Code: City:
State: SSN:

TIP: License module = completed processes
Applicant module = new or pending reinstatement processes

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10. Once you have clicked on the EMT in the Applicant module, you will see the full pending profile as shown below. Verify that you chose the correct Obtained By (a). If not, you may send a mlohelpdesk request for correction while it is still in pending application status (b).

Applicant

Person Facility

Search Search All Related Clear

Search Results

Name / License Type	SSN/FEIN	Applicant Number	Obtained By	Subtype	Application Date	Hold/Alert	Application Status
EMT	55555555	167237	EMT Reinstale/Lapsed <6 months		04/21/2017		Pending

Check Fields Deny Delete Remove

Person Details

Prefix:
 First Name: Clare
 Middle Name:
 Last Name: Voyance
 Date of Birth: 09/01/1991
 SSN: 55555555

Prerequisites Details

Full Name	Relationship	Status
Sacramento County EMS Agency	Certified By	Active

Requirements Details

Name	Status	Date
Certified By	Completed	12/09/2014
Application Complete and Signed	Unchecked	
Appropriate Fees Collected	Unchecked	
DOJ and FBI CORI Received	Unchecked	
24 Hours of CE	Unchecked	
Skills Competency Form Submitted	Unchecked	

Certification Actions Details

Certification Action	Violation	Start Date	End Date
No Data			

Alias Details

Last Name	First Name	Alias Type	Date Changed
No Data			

License Details

License Type: EMT
 Certification Number:
 Applicant Number: 167237
 Status: Reinstatement Pending
 Date This Status: 04/21/2017
 Reason Changed:
 Issue Date:
 Expiration Date:
 Effective Date:
 Obtained By: EMT Reinstale/Lapsed <6 months

Background Check Details

CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
EMSA Receiving CORI Report	Sacramento County EMS Agency	12/02/2014	55555555

Employers for License Details

Employer Name	Start Date	Position Name	End Date
No Data			

Exam Details

Exam Battery	Exam Type	Result Code	Exam Date
No Data			

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11. Next, verify that the Background Check is current and valid with your certifying agency in the Central Registry. Ensure that each field is entered, as missing information or additional blank lines will hinder the approval of the certification in MLO and any future renewals. You may edit the background check by clicking on the Details button (a).

Background Check				Details
CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number a	
EMSA Receiving CORI Report	Sacramento County EMS Agency	12/02/2014	55555555	

12. A new background check is required if the EMT:

- Lapsed certification over one year or
- Changed certifying agencies (even if your agency has a prior scan on the EMT and they renewed elsewhere on the last cycle and then came back)

13. To enter new background check data, click on the Details button as shown in Step #11 above. This will open the background check mini panel so that you may add live scan information. Then click Add (a).

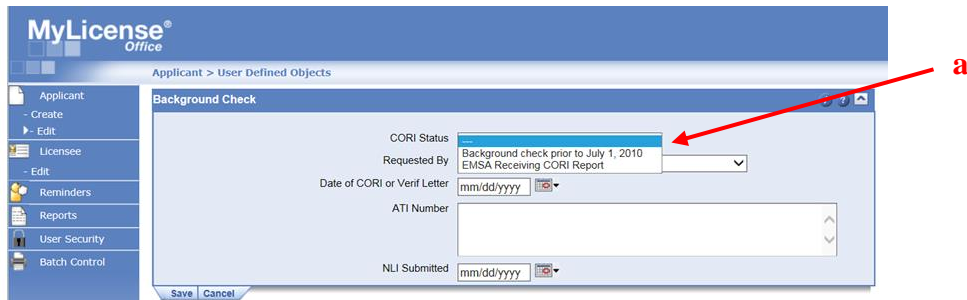
Background Check 							
	CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	NLI Submitted	EMSA NLI Submitted	NLI Notes
1	EMSA Receiving CORI Report	Sacramento County EMS Agency	12/02/2014	55555555			
<div style="display: flex; justify-content: space-between; align-items: center;"> Add Back </div>							

a

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14. The Background Check mini panel will open – this is where certifying entities can log receipt of CORIs as required by regulation.



- There are two options in the drop down menu for CORI status (a):
 - **Background check prior to July 1, 2010** is used only for EMTs that were grandfathered into the Central Registry and the certifying entity submitted a Letter of Verification to EMSA at that time. Do not use this option unless it was left blank originally and now needs to be filled in. You must verify that this process was done.
 - **EMSA Receiving CORI Report is the option to choose** for EMTs changing certifying entities or EMTs that are reinstating and have lapsed over one year.
- Requested By: this would be your agency
- Date of CORI: the date both FBI and DOJ reports have been received from the Department of Justice (DOJ) by your agency.
- ATI Number: This will be on the report you receive from DOJ and is on the live scan application.
- DO NOT FILL IN "NLI." This means No Longer Interested and is used for documenting when an agency cancelled the CORI with DOJ. Reference Procedure 650-55 Submitting a No Longer Interested (NLI) form.

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15. Below is an example of what should be filled in on the background check mini panel for an EMT that has changed certifying agencies or lapsed over one year:

Click >Save (a)

16. This is the screen you will see once you have entered all necessary background check information:

Summary					
Name	Address	License Type	License Number	License Status	
Clare Voyance	5555 Auburn Blvd 95841 Sacramento CA	EMT	N/A	Reinstatement Pending	

Background Check							
	CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	NLI Submitted	EMSA NLI Submitted	NLI Notes
1	EMSA Receiving CORI Report	Sacramento County EMS Agency	12/02/2014	555555555			
2	EMSA Receiving CORI Report	Sacramento County EMS Agency	03/15/2017	444444444			

Click >Back (a) to continue.



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17. The “Employers for License” mini panel is not necessary to use for EMT certification. All employers are not listed. You may use if you wish.

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

18. Proceed to document that all requirements were met by clicking on the Details button in the top right corner of the Requirements mini panel (a).

Prerequisites ▲		
Full Name	Relationship	Status
Sacramento County EMS Agency	Certified By	Active

Requirements Details ▲		
Name	Status	Date
Certified By	Completed	12/09/2014
Application Complete and Signed	Unchecked	
Appropriate Fees Collected	Unchecked	
DOJ and FBI CORI Received	Unchecked	
24 Hours of CE	Unchecked	
Skills Competency Form Submitted	Unchecked	

19. Below is the screen that will appear. Each checklist will be slightly different based upon which Obtained By option that you chose.

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Applicant > Check List Requirements

Applicant

- Create
- Edit
- Licensee
- Edit
- Reminders
- Reports
- User Security
- Batch Control

Summary

Name	Address	License Type	License Number	License Status
Clare Voyance	5555 Auburn Blvd 95841 Sacramento CA	EMT	N/A	Reinstatement Pending

Requirements

Requirement	Status	Date	Changed By
<input checked="" type="checkbox"/> Certified By	Completed	12/09/2014	bslavensky
<input type="checkbox"/> Application Complete and Signed	Unchecked		
<input type="checkbox"/> Appropriate Fees Collected	Unchecked		
<input type="checkbox"/> DOJ and FBI CORI Received	Unchecked		
<input type="checkbox"/> 24 Hours of CE	Unchecked		
<input type="checkbox"/> Skills Competency Form Submitted	Unchecked		

Requirement Status Change

Completed

Save

Back

Check off all the boxes in the requirements checklist for reinstatement (a), as each requirement must be complete prior to processing the reinstatement:

- Certified By – This should already show “completed” in the status. If not, you will need to send a helpdesk request to correct the pre-requisite relationship with your agency.
- Application Complete and Signed - When the EMT submits a completed application, you will check this box.
- Appropriate Fees Collected – This box should be checked if your agency collected the correct fee as found on the EMT Certification Requirements and Fees chart.
- DOJ and FBI CORI Received - If the live scan is still current with your certifying entity (and the EMT lapsed less than 1 year) OR you obtained a new live scan due to the EMT changing certifying entities to your agency OR due to a lapse over one year, check this box.
- Hours of CE – Check this box if all required CE was verified by your agency. The checklist will list the required hours based upon the length of lapse.

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- Skills Competency Form Submitted – If the EMT lapsed greater than 12 months, this is a requirement for reinstatement. Skills verification is valid for a maximum of two years. Check this box once verified.
- Current NREMT/AEMT/Paramedic – If the EMT lapsed 12 months or more, this is a requirement for reinstatement. They must pass the NREMT cognitive and psychomotor exams **OR** possess a current EMT, AEMT or Paramedic NREMT registration certificate **OR** they may possess a valid AEMT certificate or paramedic license. Check this box once verified.

If any requirements above were not met, the renewal should not be processed completely or approved. You may leave the application in pending reinstatement (not approved) for a reasonable period of time until ALL requirements are met.

20. In the “requirements status change” mini-panel at the bottom of the screen, make sure the drop-down is on “completed” (a); then click Save.

Requirement	Status	Date	Changed By
<input checked="" type="checkbox"/> <u>Certified By</u>	Completed	12/09/2014	bslavensky
<input checked="" type="checkbox"/> <u>Application Complete and Signed</u>	Unchecked		
<input checked="" type="checkbox"/> <u>Appropriate Fees Collected</u>	Unchecked		
<input checked="" type="checkbox"/> <u>DOJ and FBI CORI Received</u>	Unchecked		
<input checked="" type="checkbox"/> <u>24 Hours of CE</u>	Unchecked		
<input checked="" type="checkbox"/> <u>Skills Competency Form Submitted</u>	Unchecked		

Requirement Status Change

Completed

Save

a

Back

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21. Once you click the SAVE tab in the Requirements mini panel, the screen will refresh and you will see that the status shows “completed” (a) for all requirements; it will be dated and your login will be reflected in the right hand column. Next you must click the MAKE COMPLETE tab (b) at the bottom of the checklist. This is commonly forgotten and will thwart the approval process.

IMPORTANT NOTE: If you followed the instructions above, and the status still shows “unchecked” or it will not “make complete,” then you may have a “compatibility view” issue in Internet Explorer. Please follow those instructions listed in the Reference section of this procedure.

Applicant > Check List Requirements

Summary					
Name	Address	License Type	License Number	License Status	
Clare Voyance	5555 Auburn Blvd 95841 Sacramento CA	EMT	N/A	Reinstatement Pending	

Requirements				
	Requirement	Status	Date	Changed By
<input type="checkbox"/>	<u>Certified By</u>	Completed	12/09/2014	bslavensky
<input type="checkbox"/>	<u>Application Complete and Signed</u>	Completed	05/10/2017	TestEMT
<input type="checkbox"/>	<u>Appropriate Fees Collected</u>	Completed	05/10/2017	TestEMT
<input type="checkbox"/>	<u>DOJ and FBI CORI Received</u>	Completed	05/10/2017	TestEMT
<input type="checkbox"/>	<u>24 Hours of CE</u>	Completed	05/10/2017	TestEMT
<input type="checkbox"/>	<u>Skills Competency Form Submitted</u>	Completed	05/10/2017	TestEMT

Make Complete

Requirement Status Change

Completed

Save

Back

22. Last in the Requirements mini panel, click Back (c) on the bottom right-hand side of the screen.

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23. Below is the screen that will appear. The Application Status in the Search Results screen shows complete (a), though the license has not yet been approved. The License Status in the License mini panel below will show “Reinstatement Pending” (b) until it is approved. Now click Approve (c).

Name / License Type	SSN/FEIN	Applicant Number	Obtained By	Subtype	Application Date	Hold/Alert	Application Status
Voyance, Clare		167237	EMT Reinst/Lapsed <6 months		04/21/2017		Complete

License Type: EMT
Certification Number:
Applicant Number: 167237
Status: Reinstatement Pending
Date This Status: 04/21/2017
Reason Changed:
Issue Date:
Expiration Date:
Effective Date:
Obtained By: EMT Reinst/Lapsed <6 months

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24. A summary screen will appear next showing the issue date, expiration date and effective date for the reinstatement. These will **autopopulate** based upon when you enter the reinstatement into the Registry.

The image shows two screenshots from the Central Registry software. The top screenshot is a 'Summary' window with the following data:

Name	Address	License Type	License Number	License Status
Clare Voyance	5555 Auburn Blvd 95841 Sacramento CA	EMT	N/A	Reinstatement Pending

The bottom screenshot is a 'License Activation' window with the following fields:

- Issue Date: 06/19/2017
- Expiration Date: 06/30/2019
- Effective Date: 06/19/2017

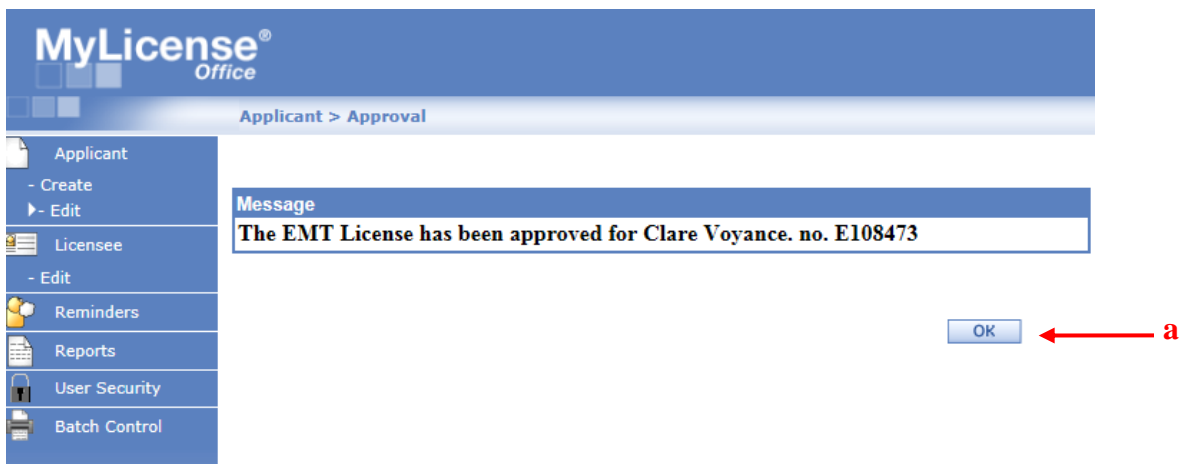
At the bottom of the License Activation window are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red. Red arrows labeled 'a', 'b', and 'c' point to the Issue Date field, the Expiration Date field, and the Save button, respectively.

- The Issue Date (a) is the date that will show in the License panel as the Effective Date (a). This is the date the certificate (EMT card) is issued for the reinstatement.
- The Expiration Date (b) is the last day of the month two (2 years) from the effective date. Reference regulations found in Chapter 2, Section 100081.
- Now click > Save (c).

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- 25.** Once you click the SAVE tab in the Summary screen above, you will see an Applicant Approval message for the EMT. Click >OK (a) and you will be returned to the completed EMT profile.



- 26.** At this point, the record has been sent to your “Batch Control/ Current” area (on the left hand side of the page and the card is ready to be printed). You may refer to procedure 650-65 on How to Print an EMT Card. Make sure that you choose the option “EMT Initial Card” to find the name of the EMT whose reinstatement card you need to print. If EMSA prints your EMT cards, those will be sent to the address documented in the License mini panel.

The reinstatement has been completely processed.