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.

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:

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

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

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

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:

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

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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.

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

9. <mark>IMPORTANT NOTE</mark>**: 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 minipanels and complete the reinstatement. You will not be able do this via Licensee Edit.**

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

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10. Once you have clicked on the <u>EMT</u> 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).

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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

CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
EMSA Receiving CORI Report	Sacramento County EMS Agency	12/02/2014	555555555

a

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).

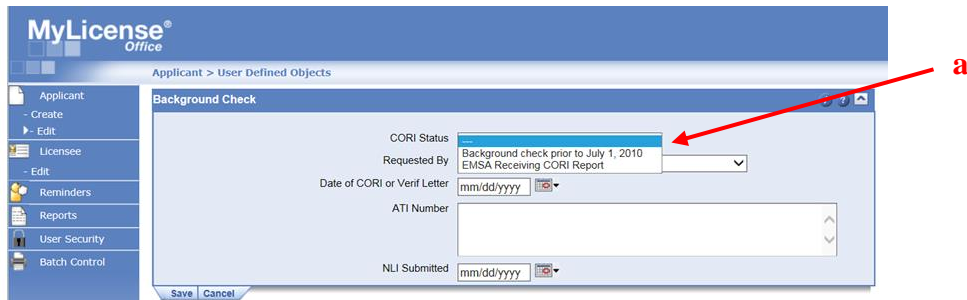**Background Check**

	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	555555555			

Add

a

Back

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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:

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.

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).

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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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.

a

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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. <u>Next you must click the MAKE COMPLETE tab (b) at the bottom of the checklist.</u> 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.

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 <u>Application Status</u> in the Search Results screen shows complete (a), though the license has not yet been approved. <u>The License Status</u> in the License mini panel below will show "Reinstatement Pending" (b) until it is approved. Now click Approve (c).

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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 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.
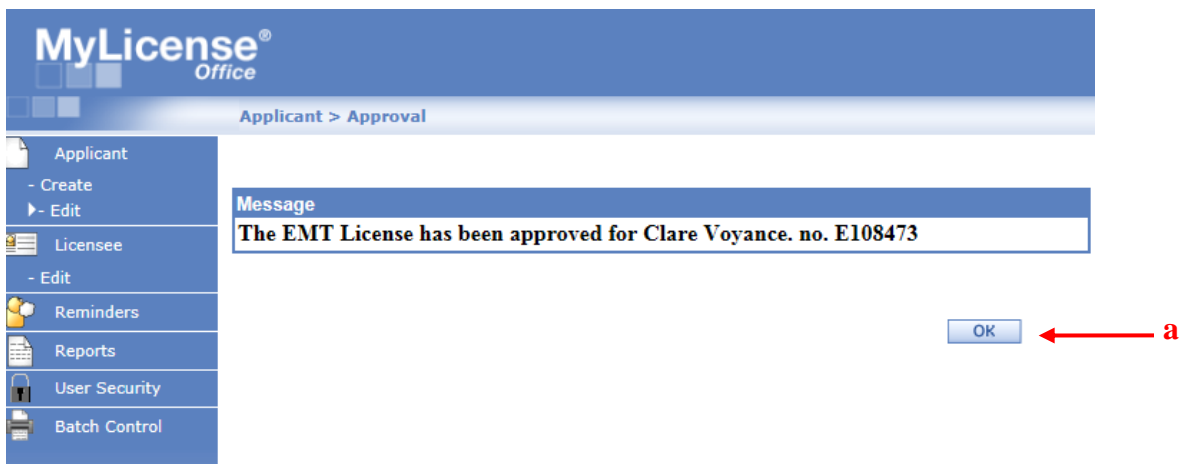
26. At this point, the record has been sent to your "Batch Control/ Current" area (on the left hand side of the page and the card is ready to be printed). You may refer to procedure 650-65 on How to Print an EMT Card. Make sure that you choose the option "EMT Initial Card" to find the name of the EMT 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.

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