

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Renewing an EMT Certification	Number: 650-58
Effective Date: 11/30/2017	

PURPOSE:

To provide instructions on the process to renew the EMT certification.

REGULATION GUIDANCE:

According to Section 100344 of Chapter 10, a certifying entity is required to enter recertification into the 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: EMT Recertification Requirements, Section 100080
- EMT Certification Requirements and Fees chart
- Skills Competency Verification Form, EMSA – SCV (01-17)
- EMT Eligibility, Recertification and Expiration Cycles chart

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 E#.

The screenshot displays the 'Licensee' management interface. On the left, a navigation pane includes 'Applicant', 'Licensee', 'Reminders', 'Reports', 'User Security', and 'Batch Control'. The 'Licensee' section is expanded, showing an 'Edit' button (labeled 'a'). The main area shows a form for editing a licensee record, with fields for 'Profession', 'License Status', 'Last Name', 'City', 'SSN', 'License Type', 'First Name', 'Address Line1', 'State', 'Address Type', 'Middle Name', 'Address Line2', 'Zip Code', and 'License Number'. The 'SSN' field contains the value '999599999' and is highlighted with a red arrow (labeled 'b'). Below the form is a 'Search Results' table with columns for Name / License Type, Address, Subtype, License Number, Hold/Alert, and License Status. The table currently shows 'No results were found.'

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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>EMT</u> Smith, Amanda	[Redacted]		E061916		Expired
<u>EMT</u> Smith, Amanda J	[Redacted]		E106748		Expired
<u>EMT</u> Smith, Amanda N	[Redacted]		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 'Schnapps, Peppermint':

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
<u>EMT</u> Schnapps, Peppermint	1111 Madison Ave Sacramento CA 95841		E108481		Active
<u>EMT</u>	1111 Madison Ave Sacramento CA 95841				Withdrawn

The second screenshot shows the 'All Licenses held by - Schnapps, Peppermint' page:

License Type	Address	Sub Type	License Number	Hold/Alert	Status
<u>EMT</u>	1111 Madison Ave Sacramento CA 95841		E108481		Active
<u>EMT</u>	1111 Madison Ave Sacramento CA 95841				Withdrawn

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Person Details ^	
Prefix:	
First Name:	Peppermint
Middle Name:	
Last Name:	Schnapps
Date of Birth:	05/01/1959
SSN:	999119191

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

Requirements ^		
Name	Status	Date
DOJ and FBI CORI Received	Unchecked	
Application Complete and Signed	Unchecked	
Appropriate Fees Collected	Unchecked	
24 Hours of CE	Unchecked	
Skills Competency Form Submitted	Unchecked	
Current CA EMT Certification	Unchecked	

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

Alias Details ^			
Date Changed	Alias Type	Last Name	First Name
No Data			

License Details ^	
License Type:	EMT
Certification Number:	E108481
Applicant Number:	167053
Status:	Active
Date This Status:	01/04/2016
Reason Changed:	Reinstatement
Issue Date:	05/01/2015
Expiration Date:	01/31/2018
Effective Date:	01/04/2016
Obtained By:	Initial Certification Application

Background Check Details ^			
CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
EMSA Receiving CORI Report	Sacramento County EMS Agency	04/01/2015	123PEPPERMINT

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			

- Below the Search Results mini-panel, click on the “renew” tab (a). If you do not see a Renew tab, send a helpdesk request to mlohelpdesk@emsa.ca.gov with the E#, name and request. MLO generates renew tabs one year into the current cycle. EMSA staff can generate Renew tabs early if needed.

All Licenses held by - Schnapps, Peppermint i ? ^					
License Type	Address	Sub Type	License Number	Hold/Alert	Status
EMT	1111 Madison Ave Sacramento CA 95841		E108481		Active
EMT	1111 Madison Ave Sacramento CA 95841				Withdrawn
<div style="display: flex; justify-content: space-between; align-items: center;"> Renew a </div>					

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

The screenshot displays the MyLicense Office interface. On the left is a navigation menu with options: Applicant, Licensee, Edit, Reminders, Reports, User Security, and Batch Control. The main area is titled 'Renew' and contains two panels. The top panel, 'Summary', is a table with the following data:

Name	Address	License Type	License Number	License Status
Peppermint Schnapps	1111 Madison Ave Sacramento CA 95841	EMT	E108481	Active

The bottom panel, 'Renewal', contains the following fields and controls:

- New Status: Active (dropdown menu)
- Denied?: Denied Date mm/dd/yyyy
- New Expiration Date: 01/31/2020
- Total Amount Due: \$0.00
- Receipt Number: (blank text box)
- Received Date: 11/17/2017 (calendar icon)

At the bottom of the renewal panel is a navigation bar with tabs: Fee List, Pay By Receipt, Manage Requirements, Check Rules, Renew, Deny, and Cancel. Red arrows labeled 'a' and 'b' point to the 'New Expiration Date' field and the 'Manage Requirements' tab, respectively.

On this page:

- Leave “New Status” as active.
- **The new expiration date (a)** will auto populate based upon the current cycle. If the EMT is renewing greater than 6 months from their current expiration, the dates will need to be changed by EMSA staff. Send a helpdesk request to mlohelpdesk@emsa.ca.gov with the EMT #, name and request once you have completed the renewal. See step number 11 for an example.
- Leave “Receipt Number” blank.
- Do not check the Denied box to the right.
- Click the “Manage Requirements” tab (b) on the renewal mini-panel.

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6. Once the Manage Requirements button is clicked, this is the next screen you will see:

Renew > Check List Requirements

Summary					
Name	Address	License Type	License Number	License Status	
Peppermint Schnapps	1111 Madison Ave Sacramento CA 95841	EMT	E108481	Active	

Requirement	Status	Date	Changed By
<input type="checkbox"/> DOJ and FBI CORI Received	Unchecked		
<input type="checkbox"/> Application Complete and Signed	Unchecked		
<input type="checkbox"/> Appropriate Fees Collected	Unchecked		
<input type="checkbox"/> 24 Hours of CE	Unchecked		
<input type="checkbox"/> Skills Competency Form Submitted	Unchecked		
<input type="checkbox"/> Current CA EMT Certification	Unchecked		

Requirement Status Change

Completed

Save

Back

7. Check off all the boxes in the requirements checklist for renewal (a), as each requirement must be complete prior to processing the renewal:
- DOJ and FBI CORI Received - If the live scan is still current with your certifying entity or you obtained a new live scan due to the EMT changing certifying entities to your agency, check this box.
 - Application Complete and Signed - When the EMT submits a completed application, you will check the 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.
 - 24 Hours of CE - If the person has completed the required hours of CE, check that box.
 - Skills Competency Form Submitted - If the person has completed the skills competency verification form, check that box,
 - Current CA EMT Certification – If you verified that the EMT has an active, current CA EMT certification, check this box.

If any requirements above were not met, the renewal should not be processed until all requirements ARE met. Lastly, in the “requirements status change” mini-panel at the bottom of the screen, make sure the drop-down is on “completed” (b) and then click the “save” tab.

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8. Once you click the SAVE tab in the Requirements mini panel, the screen will refresh and you will see the status shows “completed” (a) for all requirements, it will be dated and your login will be reflected in the right hand column.

a

Renew > Check List Requirements

Summary

Name	Address	License Type	License Number	License Status
Peppermint Schnapps	1111 Madison Ave Sacramento CA 95841	EMT	E108481	Active

Requirements

Requirement	Status	Date	Changed By
<input type="checkbox"/> <u>DOJ and FBI CORI Received</u>	Completed	02/17/2017	TestEMT
<input type="checkbox"/> <u>Application Complete and Signed</u>	Completed	02/17/2017	TestEMT
<input type="checkbox"/> <u>Appropriate Fees Collected</u>	Completed	02/17/2017	TestEMT
<input type="checkbox"/> <u>24 Hours of CE</u>	Completed	02/17/2017	TestEMT
<input type="checkbox"/> <u>Skills Competency Form Submitted</u>	Completed	02/17/2017	TestEMT
<input type="checkbox"/> <u>Current CA EMT Certification</u>	Completed	02/17/2017	TestEMT

Requirement Status Change

Completed

b

Now, click the “Back” button (b) on the bottom right-hand side of the screen.

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9. The Renewal screen will appear again. Click the RENEW tab (a):

MyLicense[®] Office

Renew

Applicant
Licensee
Edit
Reminders
Reports
User Security
Batch Control

Name	Address	License Type	License Number	License Status
Peppermint Schnapps	1111 Madison Ave Sacramento CA 95841	EMT	E108481	Active

Renewal

New Status: Active Denied?

New Expiration Date: 01/31/2020 Denied Date: mm/dd/yyyy

Total Amount Due: \$0.00

Receipt Number:

Received Date: 11/17/2017

Fee List | Pay By Receipt | Manage Requirements | Check Rules | Renew | Deny | Cancel

a → Renew tab
b → Check Rules tab

If any requirements were not met OR the background check has missing information, an error code may appear or you may be asked to check for missing requirements. You can choose the “Check Rules” tab (b) to see what might be missing and then make the correction.

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10. Once the record has been renewed, you will be returned to the Search Results screen and the updated EMT record as shown below.

Licensee

Person Facility
Search Clear

Search Results Page 1 of 1

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Schnapps, Peppermint	1111 Madison Ave Sacramento CA 95841				
EMT	1111 Madison Ave Sacramento CA 95841		E108481		Active
EMT	1111 Madison Ave Sacramento CA 95841				Withdrawn

All Licenses held by - Schnapps, Peppermint

License Type	Address	Sub Type	License Number	Hold/Alert	Status
EMT	1111 Madison Ave Sacramento CA 95841		E108481		Active
EMT	1111 Madison Ave Sacramento CA 95841				Withdrawn

Person Details

Prefix:
First Name: Peppermint
Middle Name:
Last Name: Schnapps
Date of Birth: 05/01/1959
SSN: 999119191

License Details

License Type: EMT
Certification Number: E108481
Applicant Number: 167053
Status: Active
Date This Status: 01/04/2016
Reason Changed: Reinstatement
Issue Date: 05/01/2015
Expiration Date: 01/31/2020
Effective Date: 02/01/2018

Verify that the Expiration and Effective dates are accurate prior to printing the EMT card. Reminder: the effective date may be incorrect due to early renewal as the system auto populates for the current cycle. You will need to send a helpdesk request to have the dates adjusted.

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11. In the example below, the renewal was processed on 2/15/2017.

- The effective and expiration dates (a) auto populated to the same cycle in MLO for a renewal that was done GREATER THAN 6 months from the EMT's current expiration of 1/31/18.
- If the EMT had renewed WITHIN 6 months of his current expiration, these dates would remain correct and he would have stayed on the same cycle.
- Regulations specify that for a renewal done greater than 6 months:
 - The effective date is the day the certificate is issued (b).
 - The certification will expire the last day of the month two (2) years from the effective date (c).

License [Details] [Up Arrow]

License Type: EMT
Certification Number: E108481
Applicant Number: 167053
Status: Active
Date This Status: 01/04/2016
Reason Changed: Reinstatement
Issue Date: 05/01/2015
Expiration Date: 02/28/2019 ← **a**
Effective Date: 02/01/2018
Obtained By: Initial Certification Application

Here is the corrected version:

License [Details] [Up Arrow]

License Type: EMT
Certification Number: E108481
Applicant Number: 167053
Status: Active
Date This Status: 01/04/2016
Reason Changed: Reinstatement
Issue Date: 05/01/2015
Expiration Date: 02/28/2019 ← **c**
Effective Date: 02/15/2017 ← **b**
Obtained By: Initial Certification Application

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). Make sure you choose the option “EMT Renewal Card” to find the name of the EMT whose card you need to print. If EMSA prints your EMT cards, those will be sent to the address documented in the License mini panel, unless otherwise specified.

The renewal has been completely processed.