PURPOSE:
To unarchive an EMT record that is expired/archived or was archived in error, in order to reinstate the EMT certification.

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

REFERENCE:
• Chapter 10: California EMT Central Registry, Section 100344
• Chapter 2: EMT Initial Certification Requirements, Section 100079

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.
2. If the SSN does not bring up the person record, click on License – Person Advanced (a), check the Archive Only box (b) and then search (c).

3. The search results will display the archived EMT certification (a), if there is one. Click the UnArchive tab (b).
4. This is the screen you will see next. Click on Licensee – Person Advanced.

5. Click to uncheck Archive Only (a) then click on Search (b).
6. Next you will see the EMT record and you can proceed to REINSTATE the EMT.

You have completed the process of unarchiving an EMT record. You may follow the procedure for Reinstating an EMT certification.