

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Unarchiving An EMT Record	Number: 650-80
Effective Date: March 14, 2017	

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.

The screenshot shows the 'Licensee' application 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 is divided into 'Person' and 'Facility' tabs, with 'Person' selected. The 'Person' tab contains several input fields: Profession (dropdown), License Type (dropdown), License Number (text), License Status (dropdown), First Name (text), Middle Name (text), Last Name (text), Address Line1 (text), Address Line2 (text), City (text), State (dropdown), Zip Code (text), SSN (text, containing '999599999'), Address Type (dropdown, set to 'General'), and Licensee Only (checkbox). A red arrow labeled 'b' points to the SSN field. Below the form is a 'Search Results' table with columns: Name / License Type, Address, Subtype, License Number, Hold/Alert, and License Status. The table shows 'No results were found.' and 'Page 1 of 0'.

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Unarchiving An EMT Record	Number: 650-80
Effective Date: March 14, 2017	

- 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).

The screenshot shows the 'Licensee' search interface. On the left is a navigation menu with 'Licensee' selected. The main area has tabs for 'Person' and 'Facility'. Under the 'Person' tab, there are fields for Profession, License Type, License Number, License Status, First Name, Middle Name, Last Name, Address Line1, Address Line2, City, State, Zip Code, SSN (with '999599999' entered), and Address Type. Below these is a section titled 'Licensee - Person Advanced' containing 'Date Of Birth', 'Applicant Number', 'Include Alias', 'Archive Only' (checked), 'Old Address Search', 'Soundex', 'Renewal Id', 'County', and 'Phone'. At the bottom are 'Search' and 'Clear' buttons. Red annotations: 'a' points to the 'Licensee - Person Advanced' section; 'b' points to the 'Archive Only' checkbox; 'c' points to the 'Search' button.

- The search results will display the archived EMT certification (a), if there is one. Click the UnArchive tab (b).

The screenshot shows the search results table. The table has columns: Name / License Type, Address, Subtype, License Number, Hold/Alert, and License Status. A single result is shown for 'Brink, Pink' with license type 'EMT', address '9000 Whiterock Road Rancho Cordova CA 95670', license number 'E108506', and status 'Archived - Expired'. Below the table are 'UnArchive' and 'Reinstate' buttons. Red annotations: 'a' points to the 'Archived - Expired' status; 'b' points to the 'UnArchive' button.

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Brink, Pink EMT	9000 Whiterock Road Rancho Cordova CA 95670 9000 Whiterock Road Rancho Cordova CA 95670		E108506		Archived - Expired

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Unarchiving An EMT Record

Number: 650-80

Effective Date: March 14, 2017

4. This is the screen you will see next. Click on Licensee – Person Advanced.

The screenshot shows the 'Licensee' form with the following fields and values:

- Person / Facility tabs
- Profession: ----
- License Type: ----
- License Number: []
- License Status: <All Status>
- First Name: []
- Middle Name: []
- Last Name: []
- Address Line1: []
- Address Line2: []
- City: []
- State: ----
- Zip Code: []
- SSN: 999599999
- Address Type: General
- Licensee Only:

A red circle highlights the link 'Licensee - Person Advanced' in the left sidebar.

The screenshot shows the 'Search Results' table with the following columns and content:

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
No results were found.					

5. Click to uncheck Archive Only (a) then click on Search (b).

The screenshot shows the 'Licensee' form with the following fields and values:

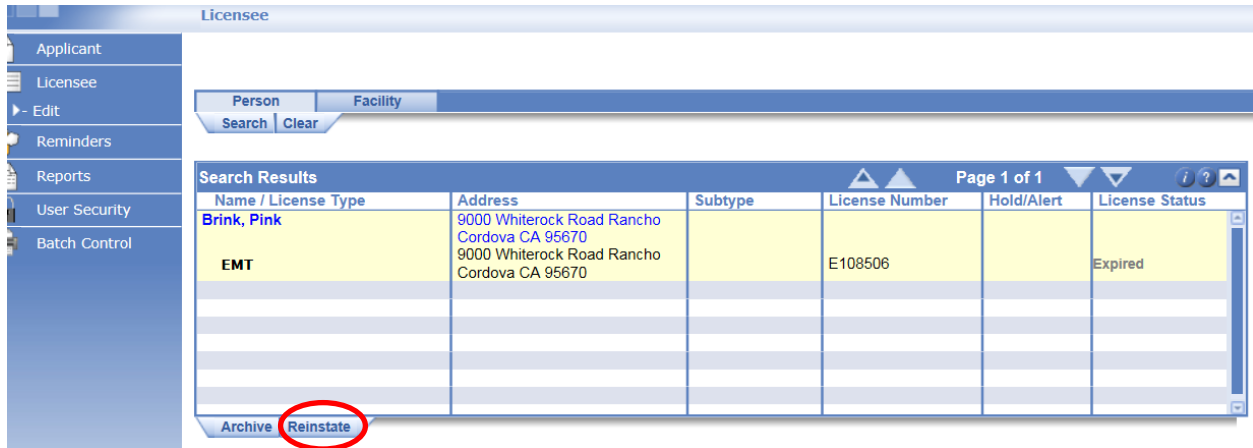
- Applicant / Licensee / Edit / Reminders / Reports / User Security / Batch Control sidebar
- Person / Facility tabs
- Profession: ----
- License Type: ----
- License Number: []
- License Status: <All Status>
- First Name: []
- Middle Name: []
- Last Name: []
- Address Line1: []
- Address Line2: []
- City: []
- State: ----
- Zip Code: []
- SSN: 999599999
- Address Type: General
- Licensee Only:
- Date Of Birth: mm/dd/yyyy
- Archive Only: (labeled 'a')
- Renewal Id: []
- Applicant Number: []
- Old Address Search:
- County: []
- Include Alias:
- Soundex:
- Phone: []

A red circle highlights the 'Search' button (labeled 'b').

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Unarchiving An EMT Record	Number: 650-80
Effective Date: March 14, 2017	

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.