

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Changing an Expiration Date	Number: 650-84
Effective Date: 2/23/2018	

PURPOSE:

To provide instructions on how to request an effective or expiration date change in the Central Registry after documenting EMT certification. The dates auto-populate in the Registry and as of July 1, 2017, all EMT certifications receive a full two-year cycle.

REGULATION GUIDANCE:

According to Section 100344 of Chapter 10, a certifying entity is required to enter certification and recertification into the Registry for each certification applicant no later than 14 calendar days from the date the applicant successfully meets the certification requirements. Before issuing the state EMT card, certifying entities shall ensure the card contains certain data, including the date the certificate was issued and the date of expiration based upon the appropriate section of regulations found in Chapter 2.

REFERENCE:

- Chapter 10: California EMT Central Registry
- Chapter 2: Emergency Medical Technician
- Procedure 650-56 Creating an Initial Application
- Procedure 650-58 Renewing an EMT Certification
- Procedure 650-68 Reinstating an Expired EMT Certification
- Procedure 650-67 Synchronizing Expiration Dates

PROCEDURE:

1. Possible reasons a date may need revision or correction:
 - a. Erroneous expiration date - an expiration or effective date may have been entered incorrectly before July 1, 2017, when certifying entities had access to the date fields.
 - b. Early renewal - if renewing an EMT certification that is greater than six months from the current expiration, dates WILL need to be revised by the EMSA BLS Coordinator. "Renew" tabs may need to be generated by EMSA first, if not available in the EMT profile. This scenario is common with public safety certifying entities that wish to synchronize expiration dates of new recruits to their administrative cycle.
 - c. Renewal back dating – if an EMT met all requirements before their expiration date, but the certifying entity did not enter the certification into the Registry until after the expiration date (but within the 14 days required in regulation). The certifying entity will choose the "reinstate" tab to process the certification, document notes in the license mini-panel explaining that requirements were met on time for the renewal, but entry to the registry was delayed; then request date corrections by the EMSA BLS Coordinator.

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- d. Non-entry to the Registry – if an EMT was processed and issued an EMT card by a certifying entity, but the certification was not documented in the Central Registry, the EMSA BLS Coordinator will need to be contacted to assist with the missing cycle and date corrections.
 - e. Certification on the wrong EMT profile – when certification staff accidentally process a renewal or reinstatement on the wrong EMT profile. This may occur due to not cross-checking the name with the SSN, DOB, address, etc. The certifying entity will need to contact the EMSA BLS Coordinator to assist with revising the profile back to the proper prerequisite relationship, dates and status.
2. Should any of the prior scenarios occur, please send an email request for assistance to mlohelpdesk@emsa.ca.gov with the subject: CORRECTION and the following information in the body of the email:
- a. Name of EMT
 - b. EMT number
 - c. Correct effective date
 - d. Correct expiration date
 - e. Reason for request
 - f. Was EMT card issued?
 - g. Requester's name, email address and phone number

Your request for date changes will be reviewed and generally responded to within 48 hours.