

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Changing a License Status	Number: 650-89
Effective Date: 9/10/2018	

PURPOSE:

To provide instruction and reasons for changing a license status on an EMT/AEMT certification profile.

REGULATION GUIDANCE:

According to the California Code of Regulations, Title 22, Division 9, Chapter 10, certifying entities are required to enter certain data elements into the Central Registry on each EMT or AEMT applicant. One of those elements is the current certification status.

REFERENCE:

- Chapter 10: California EMT Central Registry, Sections 100344 and 100346
- Chapter 2: Emergency Medical Technician
- Chapter 3: Advanced 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- 69 Documenting EMT Certification Actions

REASONS TO CHANGE A LICENSE STATUS IN MLO:

1. Some license status options change automatically in MLO when a process is complete. Those include the following:

Status Option	Reason for Use
The following auto-populate in MLO:	
Active	For an EMT who has a current and valid certificate and is approved to utilize the scope of practice identified for their specific level of training in EMS.
Denied	For an EMT whose initial certification has been denied by the LEMSA.
Expired	For an EMT whose certification has passed the expiration date without recertifying.
Expired-Probation	For an EMT whose certification has expired while the EMT was still on probation.
Expired-Restricted	For an EMT whose certification expired while still on a restricted certification.

**CENTRAL REGISTRY
PROCEDURE MANUAL**

Subject: Changing a License Status	Number: 650-89
Effective Date: 9/10/2018	

2. Other license status options require the change to be made by the certifying entity or EMSA. Status changes that include certification action may only be done by the Local EMS Agency. Statuses that do not automatically generate include the following:

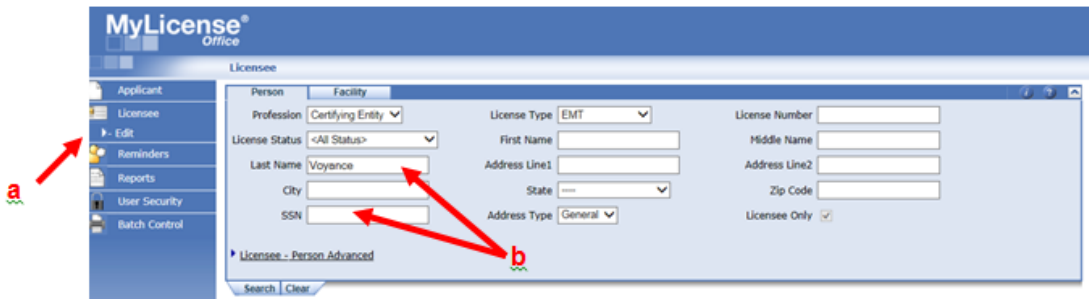
Status Option	Reason for Use
The following require manual change by the certifying entity or EMSA:	
Active-Probation	For an EMT who has a current and valid certificate and their designated approving authority has placed them on probation.
Active Restricted	For an EMT who has a current certificate and their designated approving authority has placed them on a provisional certification.
Deactivated	For an EMT who voluntarily deactivates his or her EMT certificate, as long as the individual is not under investigation or disciplinary action by a LEMSA medical director for violations of Health and Safety Code Section 1798.200.
Inactive	For an EMT who has been confirmed deceased.
Revoked	For an EMT whose certification has been revoked and their property right rescinded.
Surrendered	For an EMT who, after an investigation, negotiates with their approving authority to surrender their certification in lieu of revocation.
Suspended	For an EMT who is deemed to be an eminent threat and is issued a temporary suspension order from their approving authority.

CENTRAL REGISTRY PROCEDURE MANUAL

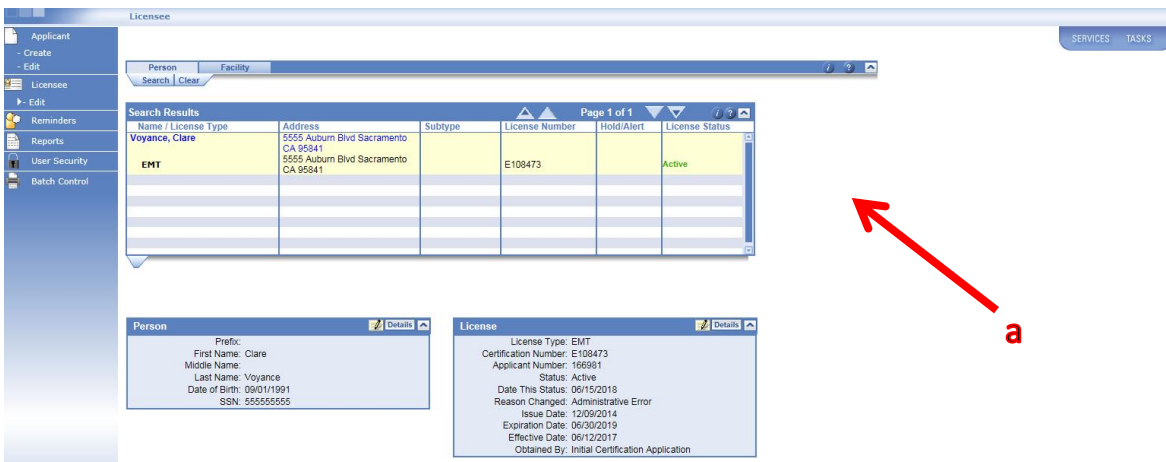
Subject: Changing a License Status	Number: 650-89
Effective Date: 9/10/2018	

PROCEDURE:

1. In the left column of the Central Registry under Licensee, click >Edit (a) and enter the name or SSN (b) for the person record/certification that you wish to search. You may also search by License Number. Confirm that you have the correct profile by verifying the SSN and DOB, if the SSN was not used in the search.



2. The record will open automatically if there is only one license (a). If they have an EMT and Paramedic license, or the record shows two EMT certifications (b), click on the EMT record that you wish to work with.



License Type	Address	Sub Type	License Number	Hold/Alert	Status
EMT	1513 Concord Avenue Modesto CA 95350		E108515		Active
EMT	1513 Concord Avenue Modesto CA 95350		E108514		Expired

For questions, please contact the EMSA BLS Coordinator at (916) 431-3717

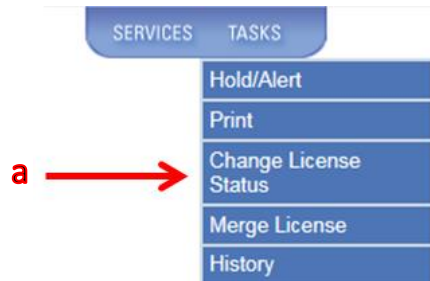
CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Changing a License Status

Number: 650-89

Effective Date: 9/10/2018

3. Move your cursor over the “Tasks” bar on the top right to see the drop-down menu. Select Change License Status (a).



4. The next screen will identify the current status and provide two dropdown menus for new status (a) and reason (b) for the change.

A screenshot of the 'Change Status' form in a software application. The form is titled 'Change Status' and shows the following fields:

- Current Status: Active
- New Status*: [dropdown menu] (indicated by red arrow 'a')
- Reason*: [dropdown menu] (indicated by red arrow 'b')
- Date of Change*: 06/15/2018
- Letter?:
- No Fee:
- Fee Type: [dropdown menu]
- Fee Amount: 0.0

At the bottom of the form are 'Save' and 'Cancel' buttons. Above the form is a 'Summary' table:

Name	Address	License Type	License Number	License Status
Clare Voyance	5555 Auburn Blvd Sacramento CA 95841	EMT	E108473	Active

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Changing a License Status

Number: 650-89

Effective Date: 9/10/2018

5. Click on New Status (a) and choose the status option for the change you are making. Then click on Reason (b) and choose an accurate description of why the change is being made. If you do not see the status you need, please send a mlhelpdesk request with the subject "other" and detail your request in the email.

Licensee > Change Status

Summary					
Name	Address	License Type	License Number	License Status	
Clare Voyance	5555 Auburn Blvd Sacramento CA 95841	EMT	E108473	Active	

Change Status

Current Status: Active

New Status* **a**

Reason*

Date of Change*

Letter?

No Fee

Fee Type

Fee Amount

Save Cancel

Licensee > Change Status

Summary					
Name	Address	License Type	License Number	License Status	
Clare Voyance	5555 Auburn Blvd Sacramento CA 95841	EMT	E108473	Active	

Change Status

Current Status: Active

New Status* -----

Reason* **b**

Date of Change*

Letter?

No Fee

Fee Type

Fee Amount

Save Cancel

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CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Changing a License Status

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- The date of change (c) will auto populate but can be changed by a LEMSA to reflect the date of a specific order, probation or agreement. Click the Save tab.

Licensee > Change Status

Name	Address	License Type	License Number	License Status
Clare Voyance	5555 Auburn Blvd Sacramento CA 95841	EMT	E108473	Active

Change Status

Current Status: Active

New Status*: Active-Probation

Reason*: Disciplinary Action

Date of Change*: 05/11/2018

Letter?

No Fee

Fee Type: ---

Fee Amount: 0.0

Save Cancel

- This will bring you back to the profile for the EMT in the Licensee Edit screen. Here you will see the new status, date of the most recent status change and the reason.

License Details

License Type: EMT

Certification Number: E108473

Applicant Number: 166981

Status: Active-Probation

Date This Status: 05/11/2018

Reason Changed: Disciplinary Action

Issue Date: 12/09/2014

Expiration Date: 06/30/2019

Effective Date: 06/12/2017

Obtained By: Initial Certification Application