

# CENTRAL REGISTRY POLICY AND PROCEDURE MANUAL

<b>Subject: How to View and Generate a Report of All EMTs/AEMTs Certified With Your Agency</b>	<b>Number: 650-88</b>
<b>Effective Date: 9/10/2018</b>	

## **PURPOSE:**

To view a list and generate a report of all EMTs and AEMTs that have a certification relationship to a particular Certifying Entity.

## **POLICY:**

Certifying entities may wish to download a report showing all EMTs or AEMTs that are certified by their agency. There are two methods of obtaining this information in MLO:

1. Report #6010 EMSA CE EMT Listing (Steps #1-7 below)
2. Licensee Edit Facility Search (Steps #8-10 below)

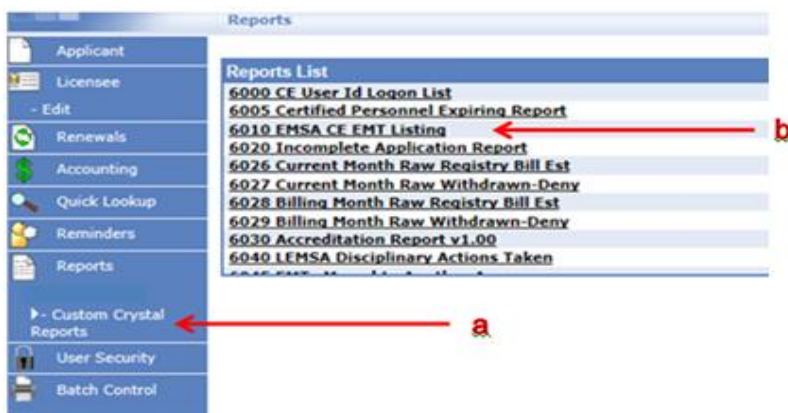
## **PROCEDURE:**

### **Method 1: EMSA Certifying Entity EMT Listing Report**

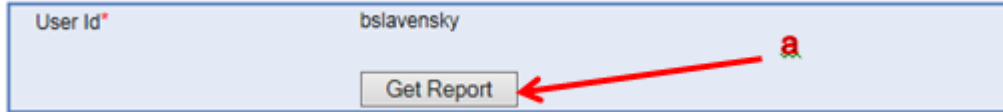
1. To access Report #6010: in the left column of the Central Registry, click on Reports (a).



2. Click on Custom Crystal Reports (a) and click on the underlined 6010 EMSA CE EMT Listing (b).



- Click the “Get Report” tab (a) in the panel, which popped up with your User ID. Depending on the number of EMTs and information to be obtained, it may take a few minutes to populate.



- In Report #6010 EMSA CE EMT Listing, the specific Certifying Entity is automatically determined by the UserID (assigned by EMSA) of the person requesting the report. See the example report below. The information contained in that report includes:

- License Number
- License Type (EMT or Advanced EMT)
- License Status
- Licensee Name
- General Address
- Certification Issue Date
- Certification Effective Date
- Certification Expiration Dates

**Alameda County EMS Agency  
EMT and AEMT Report**

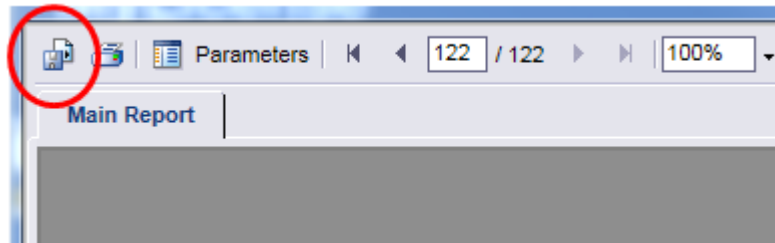
Requested By User ID: earmtestEMT

Cert. No.	Cert. Type	Status	Licensee Name	General Address	Issue Date	Effective Date	Expiration Date
	Advanced EMT	Pending	James M Rojo				
E000074	EMT	Active	Kevin Khuu		04/28/2010	07/01/2014	06/30/2016
E000172	EMT	Active	Austin J Carolo		10/08/2009	01/01/2016	12/31/2017
E000179	EMT	Active	Sonya J Dow		02/06/2008	07/06/2015	06/30/2017
E000458	EMT	Active	Zain Morin		05/31/2009	07/01/2016	06/30/2018
E000652	EMT	Active	Anna Griffin		04/10/2008	12/04/2014	11/30/2016
E000869	EMT	Active	Grace C Chiu		12/01/2009	01/01/2016	12/31/2017
E001016	EMT	Active	Gene Sunshine		08/11/2008	07/13/2015	06/30/2017
E001464	EMT	Active	Kathleen M Curran		12/09/2008	01/01/2015	12/31/2016
E001696	EMT	Active	Amy B Stoner		01/31/2009	03/01/2015	02/28/2017
E001943	EMT	Active	Christina R Snyder		11/19/2008	09/09/2015	08/31/2017
E001949	EMT	Active	John W Fullard		09/23/2009	05/02/2016	04/30/2018
E002568	EMT	Active	Joseph C Fountain		05/11/2009	06/01/2015	05/31/2017

- The report will identify the number of pages and the total records generated. In the example below, the report is 122 pages long and contained 3,114 records.

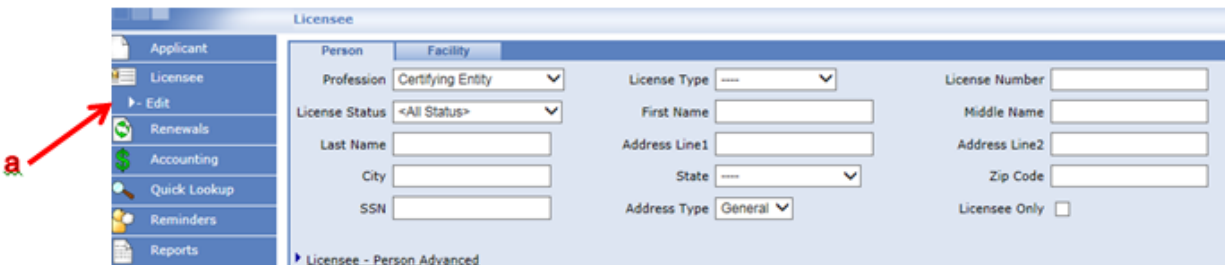


- The report is produced in a Crystal Reports format but may be exported to Excel or Comma Separated Values (CSV) format. In the top right-hand portion of the report window, you will see a number of icons. Click the first icon on the left (circled in red) to begin the export.

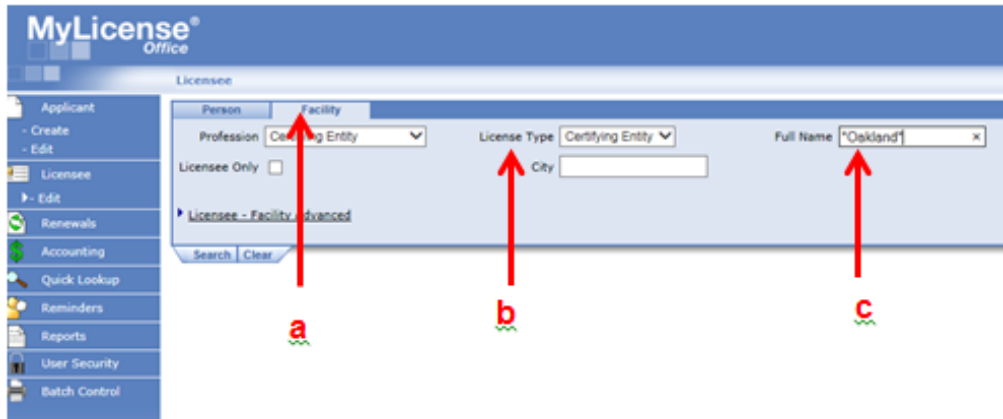


## **Method 2: License Edit Facility Search Report**

- In the left column of the Central Registry under Licensee, click Edit (a).



- Click on Facility (a) at the top of the panel. Choose certifying entity as the license type (b). Enter the main name of your certifying entity with an asterisk "\*" before and after it (c). In the example below, \*Oakland\* was used. This will search all agencies with that name. Click on the underlined name of your certifying entity to view your agency's profile.



- In the "Dependent Licenses" mini-panel (a), highlight all 4 rows (b) from the first listed person to the last listed person. Click copy and open Microsoft Excel or other spreadsheet program and click Paste. You may want to enter headers in each column to facilitate sorting and filtering according to your needs.

