

**CENTRAL REGISTRY  
PROCEDURE MANUAL**

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| <b>Subject: Changing Certifying Entities</b> | <b>Number: 650-54</b> |
| <b>Effective Date: 07/31/2020</b>            |                       |

**PURPOSE:**

To ensure consistent application of certification criteria when an individual changes from one certifying entity to another.

**REGULATION GUIDANCE:**

Certifying entities will require each EMT seeking recertification with a different certifying entity to obtain a criminal history background check as specified in Cal. Code of Regs., Title 22, Div. 9, Chapter. 10, § 100347.

All criminal conduct reported on a CORI report that may be a potential violation of Health and Safety Code section 1798.200(c)(1) through (c)(11), or grounds for denial of certification pursuant to Cal. Code of Regs., Title. 22, Div. 9, Chapter. 6, §100214.3(c)(1) through (9) and (d)(1) through (2) must be investigated. Certain criminal history will prevent an individual from becoming certified, and other criminal history may result in the certificate being placed on probation for a set period of time.

EMT certification may be renewed prior to the date of expiration. When renewed more than six months early, the expiration date cycle is required to change as specified in Cal. Code of Regs., Title 22, Div. 9, Chapter 2, § 100080 (d)

EMT certification that is renewed within six months of the date of certification expiration will maintain the same expiration cycle as specified in Cal. Code of Regs., Title 22, Div. 9, Chapter 2, § 100080 (c).

**PROCEDURE:**

Refer to the following procedures for detailed instructions:

- Renewing an EMT Certification (650-58)
- Placing and Releasing an Alert in the Central Registry (650-51)
- EMT Initial Certification Eligibility, Renewal and Expiration Cycles (650-59)  
(EMT Certification Cycle Chart)
- Changing an Expiration Date (650-84)
- MLO Helpdesk Keywords

**IMPORTANT:** If there is no renew tab available, send a helpdesk request using the MLO Helpdesk Keyword chart. A renew tab will be generated by EMSA. Once a renewal greater than six months of certification expiration is processed, you will need to send a separate helpdesk request to revise the dates to comply with regulation.