

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Removing a Pending Application	Number: 650-66
Effective Date: 07/31/2020	

PURPOSE:

To provide instructions on how to remove a pending EMT application from the Central Registry. If an application that has been initiated in the Central Registry is not completed, the status will show as pending until it is completed or removed/withdrawn. A few reasons an application may need to be removed and show a withdrawn status are: data entry error, duplication or an abandoned application.

REGULATION GUIDANCE:

According to Chapter 10, Section 100344, a certifying entity is required to enter certification into the Central Registry for each certification applicant no later than 14 calendar days from the date the applicant successfully meets the certification requirements.

If an application is denied with prejudice, the process should be finished and a denial documented in the Central Registry. This procedure is referenced below.

REFERENCE:

- Chapter 10: California EMT Central Registry, Section 100344
- Procedure 650-56 Creating an Initial Application
- Procedure 650-58 Renewing an EMT Certification
- Procedure 650-68 How to Reinstate an EMT
- Procedure 650-52 Documenting LEMSA Denial of an Initial Application

PROCEDURE TO REMOVE:

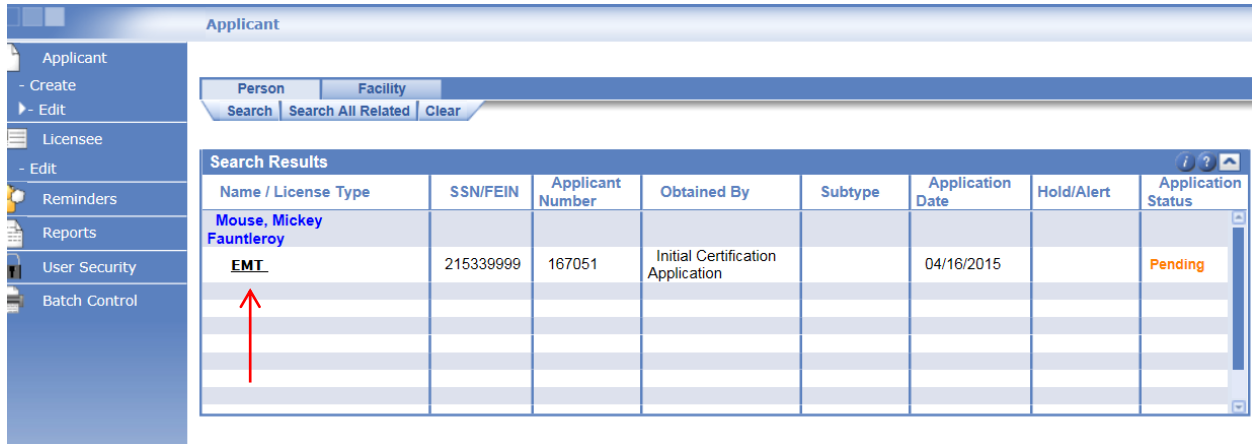
1. Open the Applicant > Edit module (a) of the Central Registry, enter the social security number (b) and click Search

The screenshot shows the 'Applicant' edit module in the Central Registry. The left sidebar has 'Applicant' selected, and 'Edit' is highlighted. The main form area is titled 'Person' and contains the following fields: First Name, Last Name, License Type (EMT), State (California), SSN (215339999), Profession (Certifying Entity), Zip Code, and City. A red circle highlights the 'Search' button at the bottom left, and a red arrow points to the SSN field.

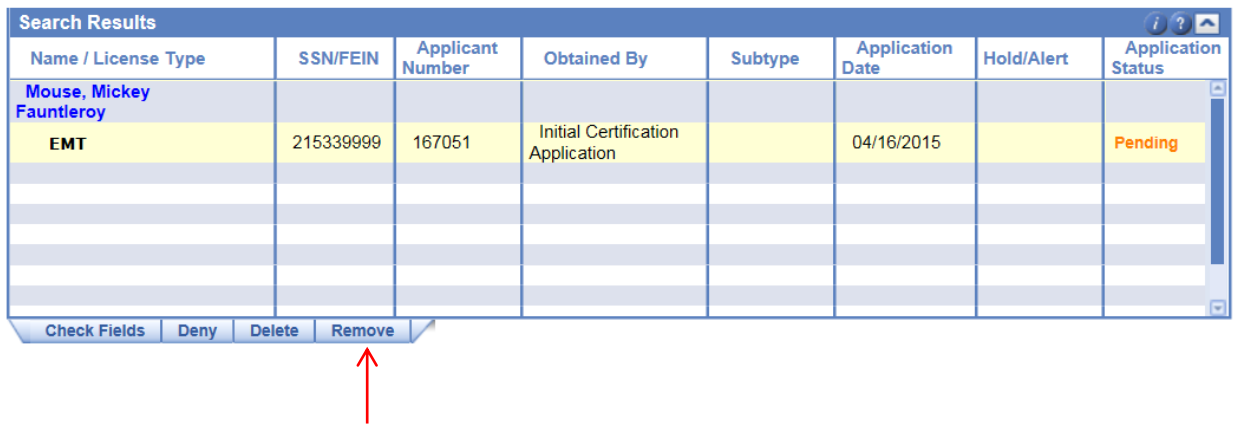
CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Removing a Pending Application	Number: 650-66
Effective Date: 07/31/2020	

- When the search is complete, the pending EMT application will show. Click on the underlined EMT to open the record.



- Four tabs will appear; click on the Remove tab



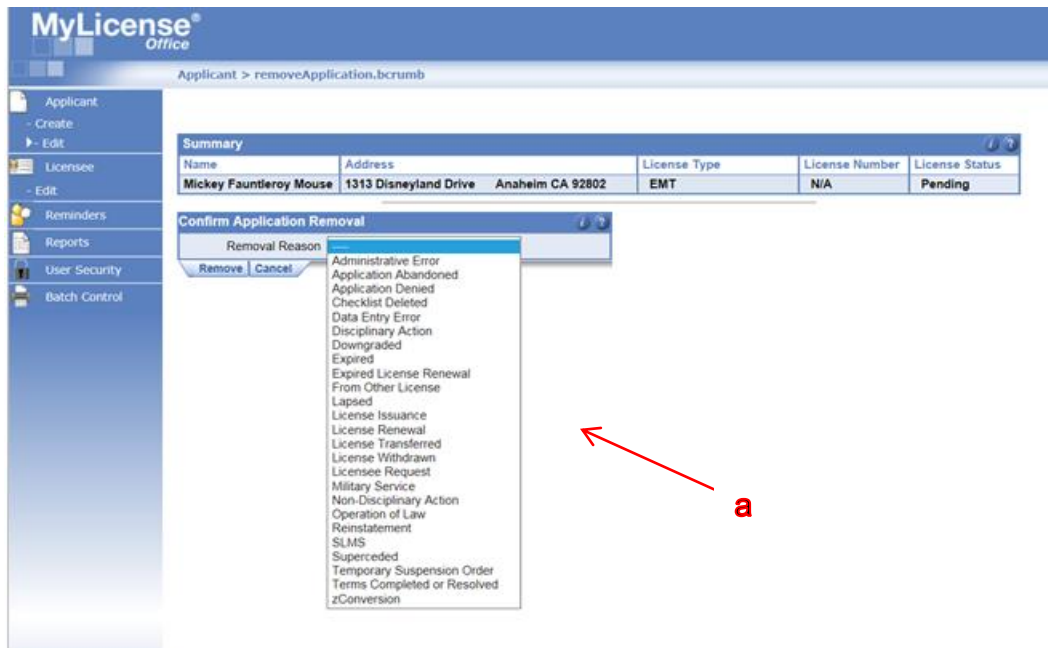
CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Removing a Pending Application

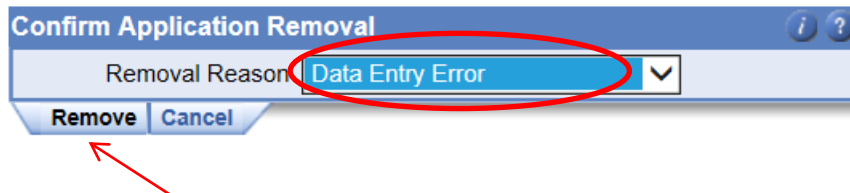
Number: 650-66

Effective Date: 07/31/2020

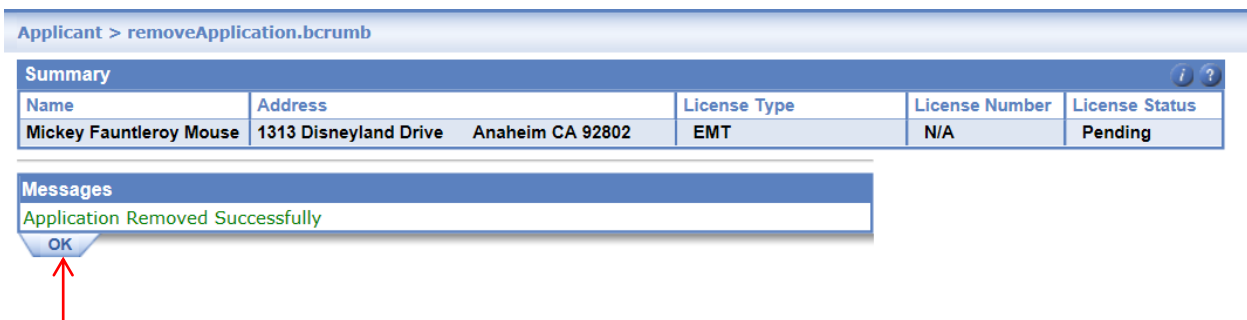
4. Choose the Removal Reason (a)



5. Click Remove



6. You will see a message that the Application was removed successfully. Click on OK.



CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Removing a Pending Application	Number: 650-66
Effective Date: 07/31/2020	

You have completed the application removal and will be returned to the Search Results screen in Applicant Edit. This removal does not delete the application from the Central Registry. The history will be retained.

- If the applicant did apply, the process was started with your agency and in the Registry but was abandoned by the applicant for various reasons; you will want to leave this record unarchived. It will show in the Public Look Up (verification site) as an application started/withdrawn by the EMT. Other certifying entities can now see that the EMT applied elsewhere and they may wish to inquire further.
- **Applications may only be archived if they were done in error.** An error might be a duplicate certification on one EMT or a data entry error. You would then proceed to archive the removed application so that it does not appear when this EMT is searched in the Public Look Up.

PROCEDURE TO ARCHIVE:

1. Open the Licensee > Edit module (a), enter the applicant's name (b) and click on search.

The screenshot shows the 'Licensee' edit form. The left sidebar has a menu with 'Licensee' highlighted. A red arrow 'a' points to this menu item. The main form has a 'Person' tab selected. The 'Last Name' field contains 'Mouse'. A red arrow 'b' points to this field. Below the form, there is a 'Search' button circled in red.

2. You will see that the Applicant is in the system showing a withdrawn status. Click on the archive tab at the bottom.

The screenshot shows a 'Search Results' table with the following data:

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Mouse, Mickey Fautleroy EMT	1313 Disneyland Drive Anaheim CA 92802				Withdrawn

A red arrow points to the 'Archive' button at the bottom left of the table. A red circle highlights the 'Withdrawn' status in the 'License Status' column.

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Removing a Pending Application	Number: 650-66
Effective Date: 07/31/2020	

- Now click on Confirm. The withdrawn application will be archived in the system history and will not show when the EMT is searched in the Public Look Up.

The screenshot shows a 'Summary' table and an 'Archive License' dialog box. The 'Archive License' dialog box has a 'Confirm' button circled in red.

Name	Address	License Type	License Number	License Status
Mickey Fauntleroy Mouse	1313 Disneyland Drive Anaheim CA 92802	EMT	N/A	Withdrawn

Archive License

Archive Date: 09/04/2015

Buttons: Confirm (circled in red), Cancel

The process of removing and archiving a pending application is now complete.

TO SEARCH ARCHIVED RECORDS:

If you wish to discover whether an EMT application was archived, you can search in **License Edit**. Click on License - Person Advanced (a), check the Archive Only box (b) and enter the Name or SSN or Applicant # and click Search.

The screenshot shows the 'Licensee' search form. The 'Licensee - Person Advanced' link is circled in red and labeled 'a'. The 'Archive Only' checkbox is checked and labeled 'b'. The 'Search' button is circled in red.

Licensee

Person | Facility | Information | Help

Profession: Certifying Entity | License Type: EMT | License Number: []

License Status: <All Status> | First Name: [] | Middle Name: []

Last Name: [] | Address Line1: [] | Address Line2: []

City: [] | State: [] | Zip Code: []

SSN: [] | Address Type: General | Licensee Only:

Licensee - Person Advanced (a)

Date Of Birth: mm/dd/yyyy | Archive Only: (b) | Renewal Id: []

Applicant Number: [] | Old Address Search: | County: []

Include Alias: | Soundex: | Phone: []

Buttons: Search (circled in red), Clear