CENTRAL REGISTRY
PROCEDURE MANUAL

Subject: Changing a License Status	Number: 650-89
Effective Date: 11/2/2020	

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 <u>automatically in MLO when a process is complete</u>. 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.

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

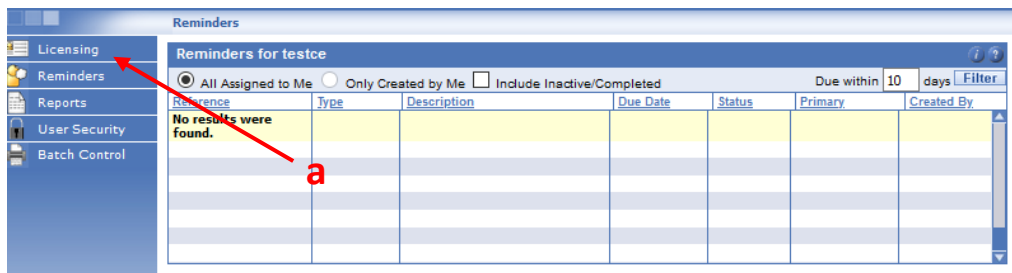| Status Option	Reason for Use
The following require manual change by the certifying entity or EMSA:	
Active-Probation	For an EMT who has a current and valid certificate and their designated approving authority has placed them on probation. There should be start and end dates in the cert actions panel.
Active Restricted	For an EMT who has a current certificate and their designated approving authority has placed them on a provisional certification. There should be start and end dates in the cert actions panel.
Deactivated	For an EMT who voluntarily deactivates his or her EMT certificate, if the individual is not under investigation or disciplinary action by a LEMSA medical director for violations of Health and Safety Code Section 1798.200. There is no expiration. The EMT may re-activate.
Inactive	For an EMT who has been confirmed deceased.
Revoked	For an EMT whose certification has been revoked and their property right rescinded. There is no expiration for the revocation. The status shows revoked and the status date should reflect when the EMT was revoked.
Surrendered	For an EMT who, after an investigation, negotiates with their approving authority to surrender their certification in lieu of revocation. There is no expiration for a surrendered cert. The status shows surrendered and the status date should reflect when the EMT surrendered their cert.

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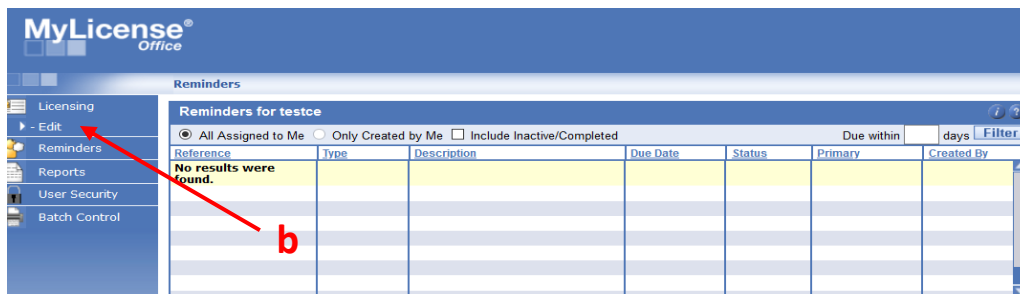| Subject: Changing a License Status	Number: 650-89
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Suspended	For an EMT who is deemed to be an eminent threat and is issued a temporary suspension order from their approving authority. There should be start and end dates in the cert actions panel. Note: a TSO does not have an expiration; the status and date will change with the decision.

PROCEDURE:

1. Once you are logged into MLO, click on the Licensing module (a) to see the Edit option.

In the left column of the Central Registry under Licensing, click > Edit (b).

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2. Enter the EMT or AEMT certification number, name or SSN to pull up the person record. Use the **Search tab** (a) **NOT the New Applicant Search tab** which is used for initial applications.

3. Once the person record is open, 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.

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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 mlohelpdesk request with the subject "other" and detail your request in the email.

6. 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.

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7. This will bring you back to the profile for the EMT. In the License mini panel, you will see the new status, date of the most recent status change and the reason.

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