

# CENTRAL REGISTRY PROCEDURE MANUAL

**Subject: Reinstating an Expired EMT Certification**

**Number: 650-68**

**Effective Date: 10/26/2020**

## PURPOSE:

To provide instructions on the process for reinstating an expired EMT certification.

## REGULATION GUIDANCE:

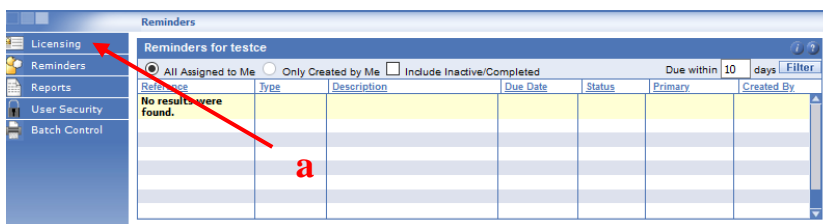
According to Section 100344 of Chapter 10, a certifying entity is required to enter recertification into the Central Registry for each certification applicant no later than 14 calendar days from the date the applicant successfully meets the recertification requirements.

## REFERENCE:

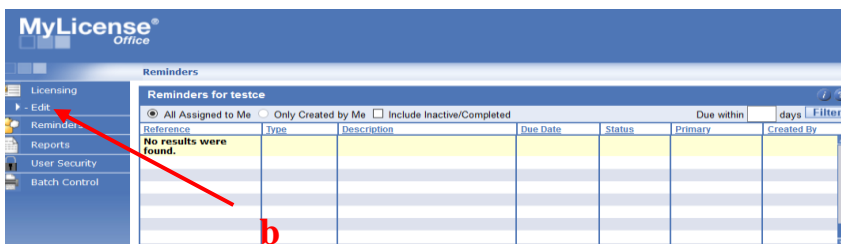
- Chapter 10: California EMT Central Registry, Section 100344
- Chapter 2: Reinstatement of an Expired California EMT Certificate, Section 100081
- EMT Certification Requirements and Fees chart
- EMT Eligibility, Recertification and Expiration Cycles chart
- Procedure 650-65 How to Print an EMT Card
- Procedure 650-80 Unarchiving an EMT Record
- Procedure 650-82 Creating an Alias
- Procedure 650-55 Submitting a No Longer Interested (NLI) form.
- Procedure 650-52 Documenting a Certification Denial
- Procedure 650-66 Removing a Pending Application

## 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).



For questions or support, send an email request to [mlohelpdesk@emsa.ca.gov](mailto:mlohelpdesk@emsa.ca.gov) using the [MLO\\_HELPDESK\\_KEYWORDS](#).

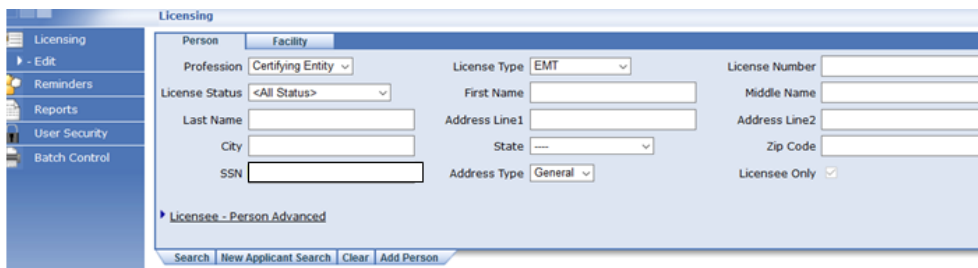
## CENTRAL REGISTRY PROCEDURE MANUAL

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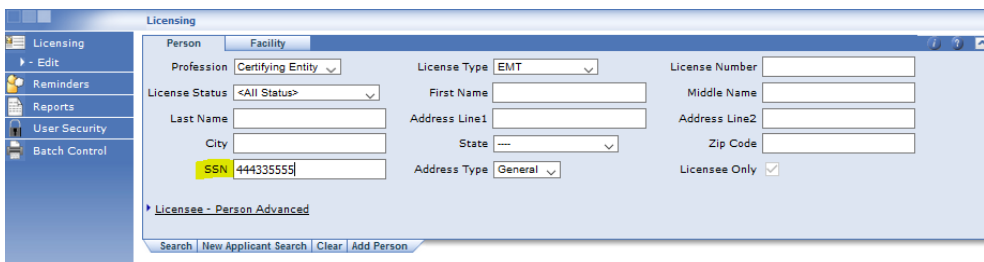
**Number: 650-68**

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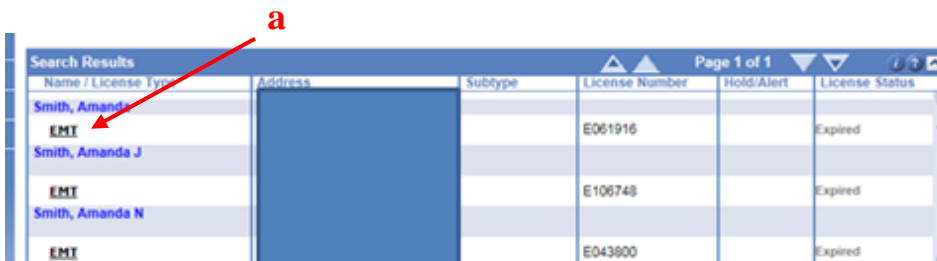
- In the License panel, as shown below, set the fields as follows:
  - In the Profession field, select “*Certifying Entity*” from the drop-down menu.
  - In the License Type field, select “*EMT*” or “*Advanced EMT*” from the drop-down menu.
  - In the License Status field, leave at the default of “*All Status.*”



- Enter the EMT or AEMT certification number or SSN for the person record/certification that you wish to search and reinstate. Use the **Search tab** (a) **NOT the New Applicant Search tab** which is used for initial applications. You may also search by name.



- If you search by last name only, you may find multiple EMT records and will need to know the full name and SSN to confirm the correct record. If you find the correct person record that you are planning to reinstate, click on the (underlined) **EMT**. Below is an example of EMT records with the same name:



Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Smith, Amanda <u>EMT</u>			E061916		Expired
Smith, Amanda J EMT			E106748		Expired
Smith, Amanda N EMT			E043800		Expired

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5. A person record might be **archived**. If you searched Licensing Edit and did not find the person, try searching for the EMT record through Licensing Edit, Licensee – Person Advanced (a) and check the “Archive Only” box (b). If archived, it will need to be “unarchived” in order to process the re-certification. **Follow the procedure for “Unarchiving an EMT Record” #650-80.**

6. Once you find the correct EMT to reinstate, the individual’s record will open as shown below:

Name / License Type	Address/License Address	Subtype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Kong, King EMT	1 White Rock Road Rancho Cordova CA 95670		E157415		09/04/2016	09/30/2018	Expired
KONG, KINGLY EMT	1 White Rock Road Rancho Cordova CA 95670		E122067		06/01/2016	08/31/2020	Expired
Kong, Lisa Y							

**Person**

Prefix: \_\_\_\_\_  
 First Name: King  
 Middle Name: \_\_\_\_\_  
 Last Name: Kong  
 Date of Birth: 06/06/1996  
 SSN: 444335555  
 Registration Code: 32228721

**License**

License Type: EMT  
 Certification Number: E157415  
 Applicant Number: 254196  
 Status: Expired  
 Date This Status: 09/14/2020  
 Reason Changed: Administrative Error  
 Issue Date: 09/04/2016  
 Expiration Date: 09/30/2018  
 Effective Date: 09/04/2016

**Prerequisites**

Full Name	Relationship	Status
Sacramento County EMS Agency	Certified By	Active

**Background Check**

CORI Status	Requested By	Date of CORI or Varf Letter	ATI Number
EMSA Receiving CORI Report	Sacramento County EMS Agency	08/05/2016	TEST

**Requirements**

Name	Status	Date
Certified By	Completed	09/04/2016

**Employers for License**

Employer Name	Start Date	Position Name	End Date
No Data			

**Certification Actions**

Certification Action	Violation	Start Date	End Date
No Data			

**Exam**

Exam Battery	Exam Type	Result Code	Exam Date
No Data			

**Alias**

Last Name	First Name	Alias Type	Date Changed
No Data			

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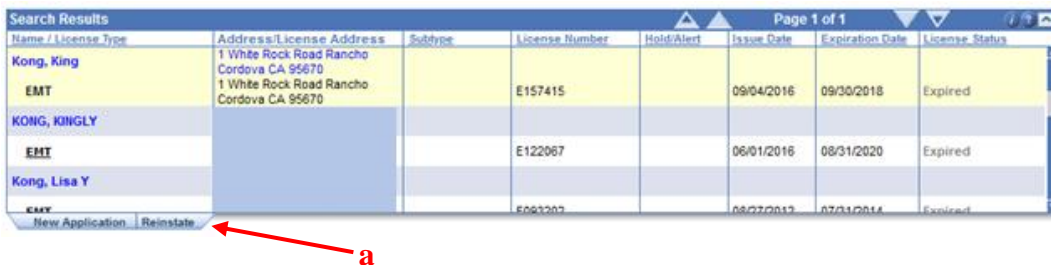
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7. Below the Search Results mini-panel, click the Reinstatement tab (a).

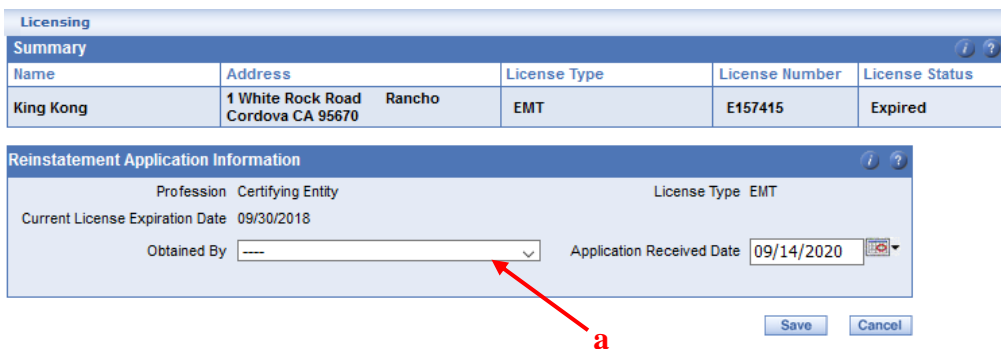


The screenshot shows a table with the following data:

Name / License Type	Address / License Address	Subtype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Kong, King EMT	1 White Rock Road Rancho Cordova CA 95670		E157415		09/04/2016	09/30/2018	Expired
KONG, KINGLY EMT	1 White Rock Road Rancho Cordova CA 95670		E122067		06/01/2016	08/31/2020	Expired
Kong, Lisa Y EMT			E063207		06/27/2013	07/31/2014	Expired

At the bottom of the table, there are two tabs: "New Application" and "Reinstatement". A red arrow labeled 'a' points to the "Reinstatement" tab.

8. Once you click the Reinstatement tab, this is the screen you will see:



The screenshot shows the "Reinstatement Application Information" form. The "Obtained By" field is a dropdown menu. A red arrow labeled 'a' points to this dropdown menu.

Name	Address	License Type	License Number	License Status
King Kong	1 White Rock Road Rancho Cordova CA 95670	EMT	E157415	Expired

Reinstatement Application Information

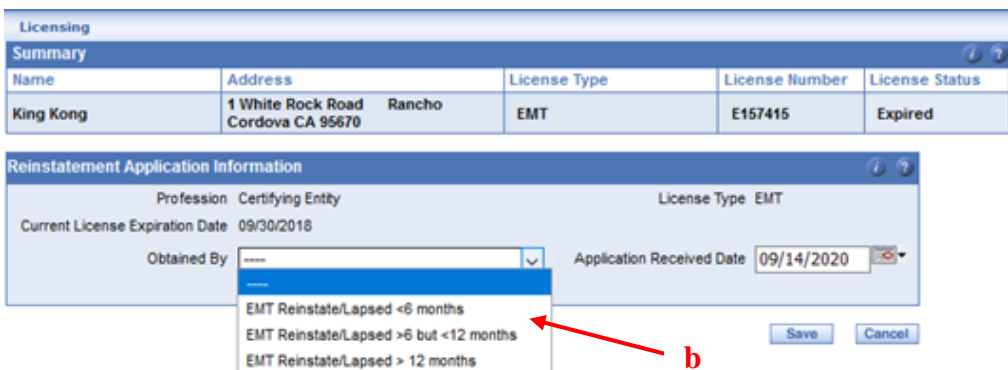
Profession: Certifying Entity License Type: EMT

Current License Expiration Date: 09/30/2018

Obtained By: [Dropdown] Application Received Date: 09/14/2020

Buttons: Save, Cancel

Click on the Obtained by drop down (a) shown above and you will choose the correct option (b) as shown below for the lapsed EMT reinstatement that you are processing:



The screenshot shows the "Reinstatement Application Information" form with the "Obtained By" dropdown menu open. A red arrow labeled 'b' points to the "EMT Reinstatement/Lapsed >6 but <12 months" option.

Name	Address	License Type	License Number	License Status
King Kong	1 White Rock Road Rancho Cordova CA 95670	EMT	E157415	Expired

Reinstatement Application Information

Profession: Certifying Entity License Type: EMT

Current License Expiration Date: 09/30/2018

Obtained By: [Dropdown] Application Received Date: 09/14/2020

Options in dropdown:

- EMT Reinstatement/Lapsed <6 months
- EMT Reinstatement/Lapsed >6 but <12 months
- EMT Reinstatement/Lapsed > 12 months

Buttons: Save, Cancel

After you choose the correct Obtained By option, click >Save (c).

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**Licensing**

**Summary**

Name	Address	License Type	License Number	License Status
King Kong	1 White Rock Road Cordova CA 95670	EMT	E157415	Expired

**Reinstatement Application Information**

Profession: EMT    Certifying Entity:    License Type: EMT

Current License Expiration Date: 09/30/2018

Obtained By: EMT Reinstated/Lapsed > 12 months    Application Received Date: 09/14/2020

**IMPORTANT NOTE:** If you chose the wrong Obtained By and discover this mid-process, you may send a helpdesk ticket for assistance. This can be changed while still in pending, by the BLS Coordinator. Once the certification is approved, it cannot be changed, but you can document notes in the License panel clarifying.

- Next, you will see that the complete record opens showing you the expired certification and the pending reinstatement.

**Licensing**

Person    Facility

Search | New Applicant Search | Clear | Add Person

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**Search Results**    Page 1 of 1

ID#	License Type	Address	License Address	Subtype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Kong, King	EMT	1 White Rock Road	Rancho Cordova CA 95670		E157415				Reinstatement Pending

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**All Licenses held by - Kong, King**

License Type	Address	Sub.Type	License Number	Hold/Alert	Status
EMT	1 White Rock Road Rancho Cordova CA 95670		E157415		Expired
EMT			E157415		Reinstatement Pending

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**Person**

Prefix:    First Name: King  
Middle Name:    Last Name: Kong  
Date of Birth: 06/06/1996  
SSN: 444335555  
Registration Code: 32228721

**License**

License Type: EMT  
Certification Number: E157415  
Applicant Number: 244204  
Status: Reinstatement Pending  
Date This Status: 09/14/2020  
Reason Changed:  
Issue Date:  
Expiration Date:  
Effective Date:

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**Prerequisites**

Full Name	Relationship	Status
Backman, County EMS	Certified By	Active

**Employers for License**

Employer Name	Start Date	Position Name	End Date
No Data			

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**Requirements**

Name	Status	Date
Certified By	Completed	09/04/2016
Application Complete and Signed	Unchecked	
\$75 Fee Collected	Unchecked	
DOJ and FBI CORI Received	Unchecked	
48 Hours of CE	Unchecked	
Skills Competency Form Submitted	Unchecked	
Current NREMT/AEMT Paramedic	Unchecked	

**Background Check**

CORI Status	Requested By	Date of CORI or Verif Letter	ID# Number
EMSA Receiving CORI Report	Sacramento County EMS Agency	06/05/2016	TEST

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**Certification Actions**

Certification Action	Violation	Start Date	End Date
No Data			

**Exam**

Exam Battery	Exam Type	Result Code	Exam Date
No Data			

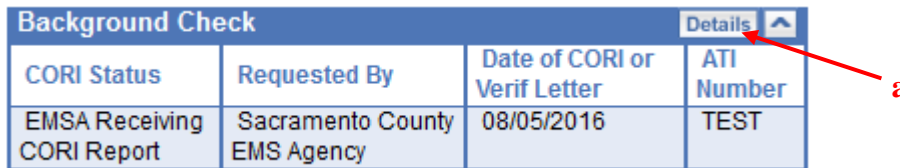
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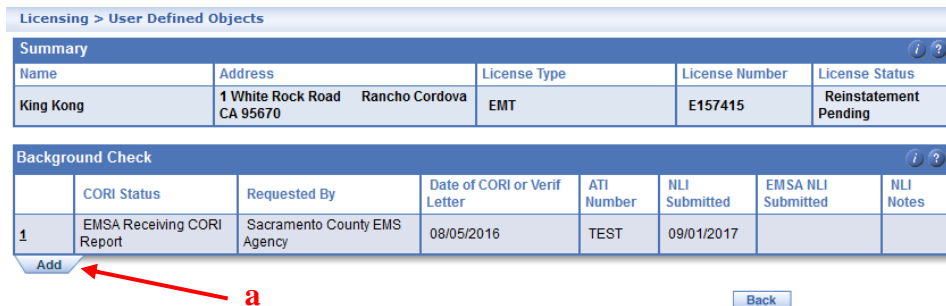
10. Verify that the Background Check is current and valid with your certifying agency in the Central Registry. A new background check is required if the reinstating EMT:
- Lapsed certification over one year OR
  - Changed certifying agencies (even if your agency has a prior scan on the EMT and they renewed elsewhere on the last cycle and then came back)

11. To enter new background check data, click on the Details button (a).



Background Check				Details ^
CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	
EMSA Receiving CORI Report	Sacramento County EMS Agency	08/05/2016	TEST	

12. This will open the background check mini panel so that you may add the live scan information. Then click Add (a).



Licensing > User Defined Objects

Summary

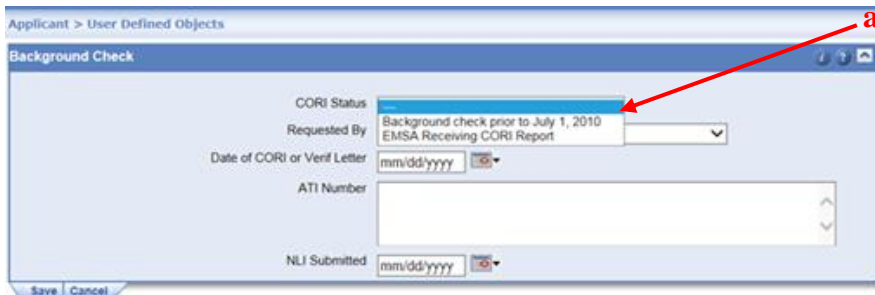
Name	Address	License Type	License Number	License Status
King Kong	1 White Rock Road Rancho Cordova CA 95670	EMT	E157415	Reinstatement Pending

Background Check

	CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	NLI Submitted	EMSA NLI Submitted	NLI Notes
1	EMSA Receiving CORI Report	Sacramento County EMS Agency	08/05/2016	TEST	09/01/2017		

Add Back

13. The Background Check mini panel will open – this is where certifying entities can log receipt of CORIs as required by regulation.



Applicant > User Defined Objects

Background Check

CORI Status: Background check prior to July 1, 2010 v

Requested By: EMSA Receiving CORI Report

Date of CORI or Verif Letter: mm/dd/yyyy

ATI Number:

NLI Submitted: mm/dd/yyyy

Save Cancel

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- There are two options in the drop down menu for CORI status (a):
  - **Background check prior to July 1, 2010** is used only for EMTs that were grandfathered into the Central Registry and the certifying entity submitted a Letter of Verification to EMSA at that time. Do not use this option unless it was left blank originally and now needs to be filled in. You must verify that this process was done.
  - **EMSA Receiving CORI Report is the option to choose** for EMTs changing certifying entities or EMTs that are reinstating and have lapsed over one year.
- Requested By: this would be your agency
- Date of CORI: the date both FBI and DOJ reports have been received from the Department of Justice (DOJ) by your agency.
- ATI Number: This will be on the report you receive from DOJ and is on the live scan application.
- DO NOT FILL IN "NLI." This means No Longer Interested and is used for documenting when an agency cancelled the CORI with DOJ. Reference Procedure 650-55 Submitting a No Longer Interested (NLI) form.

14. Below is an example of what should be filled in on the background check mini panel for an EMT that has changed certifying agencies or lapsed over one year. Ensure that each field is entered, as missing information or additional blank lines will hinder the approval of the certification in MLO and any future certifications on this EMT record.

Click >Save (a)

Licensing > User Defined Objects

Background Check

CORI Status: EMSA Receiving CORI Report

Requested By: Sacramento County EMS Agency

Date of CORI or Verif Letter: 09/01/2020

ATI Number: Automated Transaction Identifier (ATI) number goes here

NLI Submitted

Save Cancel

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15. This is the screen you will see once you have entered all necessary background check information. Click >Back (a) to continue.

Licensing > User Defined Objects

Summary						
Name	Address	License Type	License Number	License Status		
King Kong	1 White Rock Road CA 95670 Rancho Cordova	EMT	E157415	Reinstatement Pending		

Background Check							
#	CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	NLI Submitted	EMSA NLI Submitted	NLI Notes
1	EMSA Receiving CORI Report	Sacramento County EMS Agency	08/05/2016	TEST	09/01/2017		
2	EMSA Receiving CORI Report	Sacramento County EMS Agency	09/01/2020	Automated Transaction Identifier (ATI) number goes...			

a → Back

16. The “Employers for License” mini panel is not necessary to use for EMT certification. All employers are not listed. You may use if you wish.

Employers for License				Details ^
Employer Name	Start Date	Position Name	End Date	
No Data				

17. Next, click on the Details tab in the Requirements mini panel to check off all requirements (a).

Prerequisites		
Full Name	Relationship	Status
Sacramento County EMS Agency	Certified By	Active

Requirements			Details ^
Name	Status	Date	
Certified By	Completed	09/04/2016	
Application Complete and Signed	Unchecked		
\$75 Fee Collected	Unchecked		
DOJ and FBI CORI Received	Unchecked		
48 Hours of CE	Unchecked		
Skills Competency Form Submitted	Unchecked		
Current NREMT/AEMT /Paramedic	Unchecked		

a →

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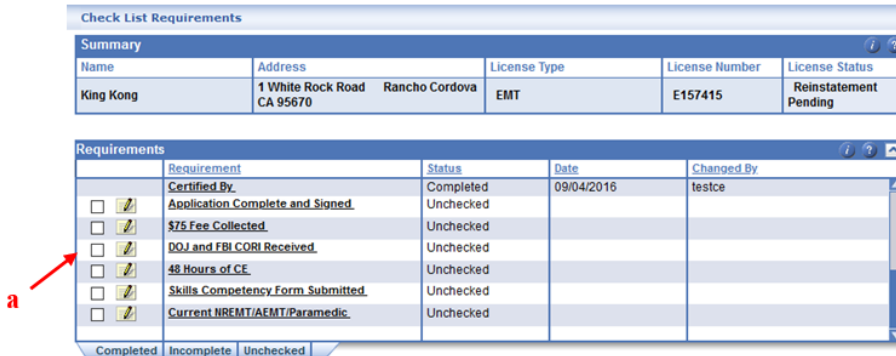
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18. Below is the screen that will appear. Each checklist will be slightly different based upon which Obtained By/Requirements is chosen.



Check off all the boxes in the requirements checklist for reinstatement (a), as each requirement must be complete prior to processing the reinstatement:

- Certified By – This should already show “completed” in the status. If not, you will need to send a helpdesk request to correct the pre-requisite relationship with your agency.
- Application Complete and Signed - When the EMT submits a completed application, you will check this box.
- Appropriate Fees Collected – This box should be checked if your agency collected the correct fee as found on the EMT Certification Requirements and Fees chart.
- DOJ and FBI CORI Received - If the live scan is still current with your certifying entity (and the EMT lapsed less than 1 year) OR you obtained a new live scan due to the EMT changing certifying entities to your agency OR due to a lapse over one year, check this box.
- Hours of CE – Check this box if all required CE was verified by your agency. The checklist will list the required hours based upon the length of lapse.
- Skills Competency Form Submitted – If the EMT lapsed greater than 12 months, this is a requirement for reinstatement. Skills verification is valid for a maximum of two years. Check this box once verified.
- Current NREMT/AEMT/Paramedic – If the EMT lapsed 12 months or more, this is a requirement for reinstatement. They must pass the NREMT cognitive and psychomotor exams **OR** possess a current EMT, AEMT or Paramedic NREMT registration certificate **OR** they may possess a valid AEMT certificate or paramedic license. Check this box once verified.

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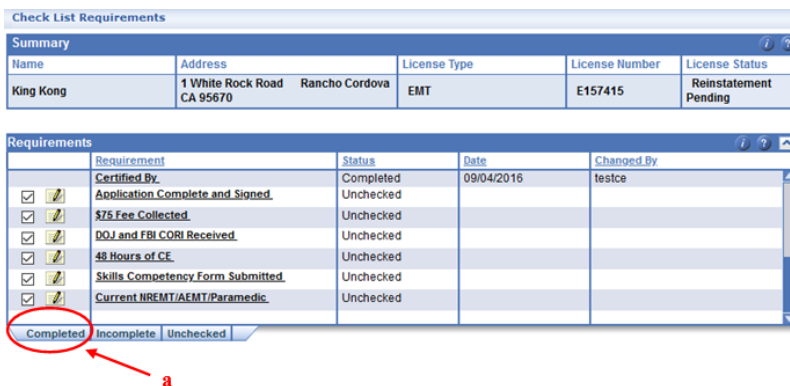
**Subject: Reinstating an Expired EMT Certification**

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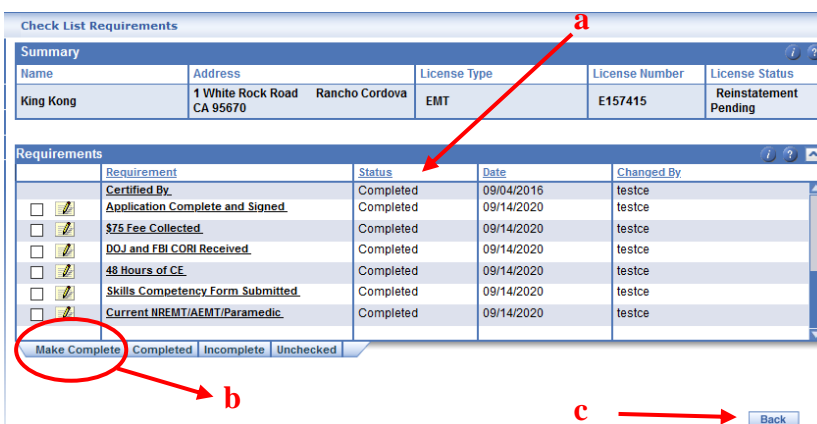
**Effective Date: 10/26/2020**

**IMPORTANT NOTE:** If any requirements above were not met, the reinstatement should not be processed completely or approved. You may leave the application in pending mode for a reasonable period until ALL requirements are met. If it is not processed in a timely fashion, the lapse and requirements may increase. If you time out of MLO or leave this application and return later, you will simply need to go into Licensing Edit, search the name or SSN to pull up the pending certification and complete the certification.

19. After all boxes are checked off, click the “completed” tab at the bottom (a).



20. Once you click the “Completed” tab in the Requirements mini panel, the screen will refresh and you will see that the status shows “completed” (a) for all requirements; it will be dated and your UserID will be reflected in the right hand column (under Changed By). Next you must click the MAKE COMPLETE tab (b) at the bottom of the checklist. This is commonly forgotten and will thwart the approval process. Finally, click Back (c) to get the approve tab.



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21. Below is the screen that will appear. The License Status (a) in the Search Results screen and the License mini panel (a) both show Reinstatement Pending, as the license has not yet been approved. Click the Approve tab (b).

The screenshot displays the 'Licensing' application interface. At the top, there are search filters for 'Person' and 'Facility'. Below this is a 'Search Results' table with the following data:

Name / License Type	Address/License Address	Subtype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Kong, King EMT	1 White Rock Road Rancho Cordova CA 95670		E157415				Reinstatement Pending

Below the search results is a section for 'All Licenses held by - Kong, King' with the following data:

License Type	Address	Sub Type	License Number	Hold/Alert	Status
EMT	1 White Rock Road Rancho Cordova CA 95670		E157415		Expired
EMT			E157415		Reinstatement Pending

At the bottom of the search results, there is a toolbar with buttons: 'New Application', 'Approve', 'Check Fields', 'Deny', and 'Remove'. The 'Approve' button is circled in red.

On the right side, there are several detail panels:

- Person:** Prefix: , First Name: King, Middle Name: , Last Name: Kong, Date of Birth: 06/06/1996, SSN: 444335555, Registration Code: 32228721.
- License:** License Type: EMT, Certification Number: E157415, Applicant Number: 254204, Status: Reinstatement Pending, Date This Status: 09/14/2020, Reason Changed: , Issue Date: , Expiration Date: , Effective Date: .
- Prerequisites:** Full Name: Sacramento County EMS Agency, Relationship: Certified By, Status: Active.
- Requirements:** A table with columns Name, Status, and Date, listing various completion steps like 'Certified By', 'Application Complete and Signed', etc.
- Background Check:** A table with columns CORI Status, Requested By, Date of CORI or Verif Letter, and ATI Number, showing a check by Sacramento County EMS Agency on 08/05/2016.
- Employers for License:** A table with columns Employer Name, Start Date, Position Name, and End Date, currently showing 'No Data'.
- Exam:** A table with columns Exam Battery, Exam Type, Result Code, and Exam Date, currently showing 'No Data'.

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22. A summary screen will appear next showing the issue date, expiration date and effective date for the reinstatement. These will **autopopulate** based upon when you enter the reinstatement into the Registry.

Licensing > Approval					
Summary					
Name	Address	License Type	License Number	License Status	
King Kong	1 White Rock Road Rancho Cordova CA 95670	EMT	E157415	Reinstatement Pending	

License Activation		
Issue Date	09/14/2020	← a
Expiration Date	09/30/2022	← b
Effective Date	09/14/2020	← c
Save Cancel		

- The Issue Date (a) in this panel is the date this certification was processed and will show in the License panel as the Effective Date (b). This is the date the certificate (EMT card) is issued for the reinstatement.
- The Expiration Date (c) is the last day of the month two (2 years) from the effective date. Reference regulations found in Chapter 2, Section 100081.
- Now click > Save (c).

23. Once you click the SAVE tab in the Summary screen above, you will see an Applicant Approval message for the EMT. Click >OK (a) and you will be returned to the completed EMT record. Continue to Step #24.

Licensing > Approval	
Message	
<b>The EMT License has been approved for King Kong. no. E157415</b>	

OK ← a

# CENTRAL REGISTRY PROCEDURE MANUAL

**Subject: Reinstating an Expired EMT Certification**

**Number: 650-68**

**Effective Date: 10/26/2020**

24. Once you return to the updated record, you may notice that the issue date in the License mini panel is different from the issue date when processing the reinstatement in Step 22 during licensing approval. The issue date below (a) is when the Initial application was processed. The License mini panel shows their original EMT certification in the Registry and their current status and dates. For a history, you may click on the Tasks tab in the top right hand corner (b).

The screenshot displays the 'Licensing' interface. At the top right, it shows 'Last login: 09/14/2020' and tabs for 'REMINDERS' and 'TASKS'. A red arrow labeled 'b' points to the 'TASKS' tab. Below the search bar, a table titled 'Search Results' shows one entry for 'Kong, King' with license number 'E157415', issue date '09/04/2016', and expiration date '09/30/2022'. Below the table, two mini panels are visible: 'Person' and 'License'. The 'License' panel shows 'License Type: EMT', 'Certification Number: E157415', 'Applicant Number: 254196', 'Status: Active', 'Date This Status: 09/14/2020', 'Reason Changed: Reinstatement', 'Issue Date: 09/04/2016', 'Expiration Date: 09/30/2022', and 'Effective Date: 09/14/2020'. A red arrow labeled 'a' points to the 'Issue Date: 09/04/2016' field in the License panel.

Name / License Type	Address/License Address	Subtype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Kong, King EMT	1 White Rock Road Rancho Cordova CA 95970		E157415		09/04/2016	09/30/2022	Active

**Person**  
Prefix:  
First Name: King  
Middle Name:  
Last Name: Kong  
Date of Birth: 05/05/1996  
SSN: 444323555  
Registration Code: 32228721

**License**  
License Type: EMT  
Certification Number: E157415  
Applicant Number: 254196  
Status: Active  
Date This Status: 09/14/2020  
Reason Changed: Reinstatement  
Issue Date: 09/04/2016  
Expiration Date: 09/30/2022  
Effective Date: 09/14/2020

25. At this point, the record has been sent to your "Batch Control/ Current" area (on the left hand side of the page and the card is ready to be printed). You may refer to procedure 650-65 on How to Print an EMT Card. Make sure that you choose the option "EMT Initial Card" to find the name of the EMT whose reinstatement card you need to print. If EMSA prints your EMT cards, those will be sent to the certifying entity address provided to EMSA.

**The reinstatement has been completely processed.**

For questions or support, send an email request to [mlohelpdesk@emsa.ca.gov](mailto:mlohelpdesk@emsa.ca.gov) using the [MLO\\_HELPDESK\\_KEYWORDS](#).