

# CENTRAL REGISTRY PROCEDURE MANUAL

**Subject: Unarchiving an EMT or AEMT Record**

**Number: 650-80**

**Effective Date: 12-14-2020**

## PURPOSE:

To unarchive an EMT/AEMT record that is expired/archived or was archived in error, in order to reinstate the EMT/AEMT certification.

## REGULATION GUIDANCE:

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

## REFERENCE:

- Chapter 10: California EMT Central Registry, Section 100344
- Chapter 2: Emergency Medical Technician
- Chapter 3: Advanced Emergency Medical Technician
- Procedure 650-68 Reinstating an Expired EMT Certification

## PROCEDURE:

1. Search in **Licensing Edit** shown in the example below. Click on License - Person Advanced (a), check the Archive Only box (b) then enter the Name or SSN or Applicant # and click Search.

The screenshot shows the MyLicense Office web application interface. The left sidebar contains a menu with 'Licensing' circled in red. The main content area is titled 'Licensing' and has a 'Person' tab selected. The 'Licensee - Person Advanced' section is highlighted with a red arrow labeled 'a'. The 'Archive Only' checkbox is checked and highlighted with a red arrow labeled 'b'. The 'Search' button is also circled in red. The form includes fields for Profession (Certifying Entity), License Type (EMT), License Number, License Status (<All Status>), First Name, Middle Name, Last Name (Merts), Address Line1, Address Line2, City, State, Zip Code, SSN, Address Type (General), Licensee Only (checked), Date Of Birth (mm/dd/yyyy), Applicant Number, Include Alias (unchecked), Archive Only (checked), Old Address Search (unchecked), Soudex (unchecked), Renewal Id, County, and Phone.

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

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2. The record will pull up if it is archived. You will see the “Archived – Withdrawn” in the column License Status. Click on the UNARCHIVE tab below the Search Results panel to unarchive this record. It will now show in the public look up. You may now Add a New Application to this person record or leave it unarchived if it was not an erroneous application.

The screenshot displays the 'Licensing' web application interface. At the top, there are tabs for 'Person' and 'Facility', and a search bar with 'Search', 'New Applicant Search', and 'Clear' buttons. 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
Merts, Ethel EMT	2 White Rock Road Rancho Cordova CA 95670 2 White Rock Road Rancho Cordova CA 95670						Archived - Withdrawn

Below the table, there are two buttons: 'New Application' and 'UnArchive', with the 'UnArchive' button circled in red. At the bottom, there are two detail panels:

**Person** [Details]

Prefix:  
First Name: Ethel  
Middle Name:  
Last Name: Merts  
Date of Birth: 02/10/1994  
SSN: 111551111  
Registration Code: 81141193  
Gender:

**License** [Details]

License Type: EMT  
Certification Number:  
Applicant Number: 254237  
Status: Withdrawn  
Date This Status: 11/04/2020  
Reason Changed: Application Abandoned  
Issue Date:  
Expiration Date:  
Effective Date:

You have completed the process of unarchiving an EMT record. You may follow the procedure for Reinstating an EMT certification.