

# CENTRAL REGISTRY PROCEDURE MANUAL

**Subject: Creating or Searching an Alias – Name Change**

**Number: 650-82**

**Effective Date: 11-3-2020**

## PURPOSE:

To provide instructions on how to update or change a name or address in a person record in the Central Registry.

## REGULATION GUIDANCE:

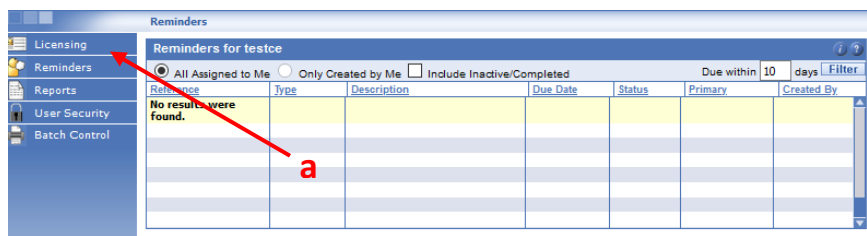
According to Section 100079 of Chapter 2, an EMT is required to update the certifying entity of any and all changes to their contact information within 30 days. Section 100346 of Chapter 10, specifies that a certifying entity is required to enter specific data elements for certification into the Registry, including current contact information.

## REFERENCE:

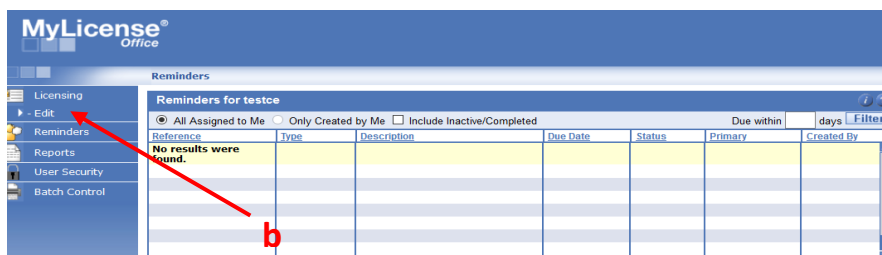
- Chapter 10: California EMT Central Registry, Section 100346
- Chapter 2: EMT Initial Certification Requirements, Section 100079 (f)
- Procedure 650-56 Creating an Initial Application
- Procedure 650-58 Renewing an EMT Certification
- Procedure 650-68 Reinstating an Expired EMT Certification

## 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).

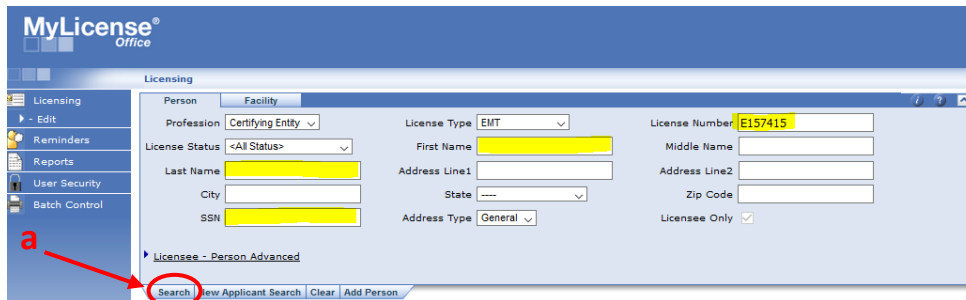


For questions or support, send an email request to [mlohelpdesk@emsa.ca.gov](mailto:mlohelpdesk@emsa.ca.gov) using the [MLO Helpdesk Keywords](#).

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



- Once you find the EMT and open the record (as shown below), go to the Person mini-panel and click on the Details tab (a).

**Person**
Details

Prefix:

First Name: Mary

Middle Name: Quite

Last Name: Contrary

Date of Birth: 01/20/2000

SSN: 111223333

Registration Code: 75195231

**Prerequisites**
Details

Full Name	Relationship	Status
Sacramento County EMS Agency	Certified By	Active

**Requirements**
Details

Name	Status	Date
Certified By	Completed	09/18/2020

**Certification Actions**
Details

Certification Action	Violation	Start Date	End Date
No Data			

**Alias**
Details

Last Name	First Name	Alias Type	Date Changed
No Data			

**License**
Details

License Type: EMT

Certification Number: E157418

Applicant Number: 254205

Status: Active

Date This Status: 11/03/2020

Reason Changed: Administrative Error

Issue Date: 09/18/2020

Expiration Date: 09/30/2022

Effective Date: 09/18/2020

**Background Check**
Details

CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
EMSA Receiving CORI Report	Sacramento County EMS Agency	09/02/2020	999999999

**Employers for License**
Details

Employer Name	Start Date	Position Name	End Date
No Data			

**Exam**
Details

Exam Battery	Exam Type	Result Code	Exam Date
No Data			

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4. Once the Person mini-panel is open, you may edit the fields to make corrections or changes (a). Then click the Save button at the bottom of the screen.

The screenshot shows the 'Licensing > Edit Person' interface. It consists of three main sections: 'Person Add/Edit', 'Person Additional Add/Edit', and 'Person Address Fields'.  
- 'Person Add/Edit' contains fields for Prefix, Middle Name (Quite), Suffix, Date of Birth (01/20/2000), Registration Code (75195231), First Name (Mary), Last Name (Contrary), SSN (111-22-3333), Date Deceased (mm/dd/yyyy), and Gender.  
- 'Person Additional Add/Edit' contains an Ethnicity dropdown set to 'Cuban'.  
- 'Person Address Fields' contains fields for Zipcode (95670-), City (Rancho Cordova), County (Sacramento), State (CA), Country (United States), Address Line1 (101 White Rock Road), Address Line2, Address Line4 (Rancho Cordova CA 95670), Cell Phone, Email, Address Line3, Phone ((916) 111-2222), and Work Phone ((916) 111-1223).  
A red arrow labeled 'a' points to the 'First Name' field. At the bottom right, the 'Save' button is circled in red.

5. Next you will see the New Alias panel (a) on the top half of the screen. Click on the Type\* dropdown (b). The asterisk signifies a required field. **You are required to choose an alias type.** If you do not, then future searches may be hindered.

The screenshot shows the 'Licensing > Edit Person' interface with the 'New Alias' panel open on top.  
- The 'New Alias' panel has a 'Type\*' dropdown menu (indicated by red arrow 'b'), a 'Date' field (11/03/2020), and 'OK' and 'Cancel' buttons. A red arrow labeled 'a' points to the 'New Alias' panel header.  
- The 'Person Add/Edit' panel below shows the 'First Name' field updated to 'MaryAnne' and the 'Last Name' field as 'Contrary'. Other fields remain the same as in the previous screenshot.

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- In the New Alias panel, select an alias type from the drop-down list (a). The alias type indicates the reason why the licensee's name is being updated. Enter the date in which the change is valid in the Date field (b) and click **OK**.

Licensing > Edit Person

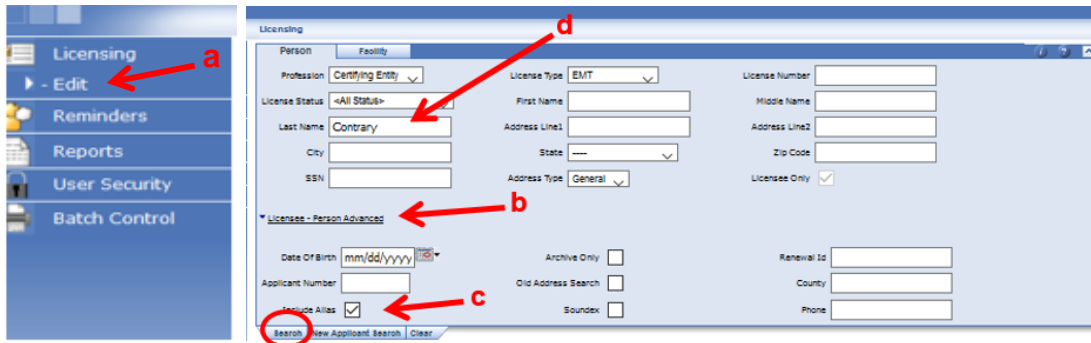
New Alias

Type\*

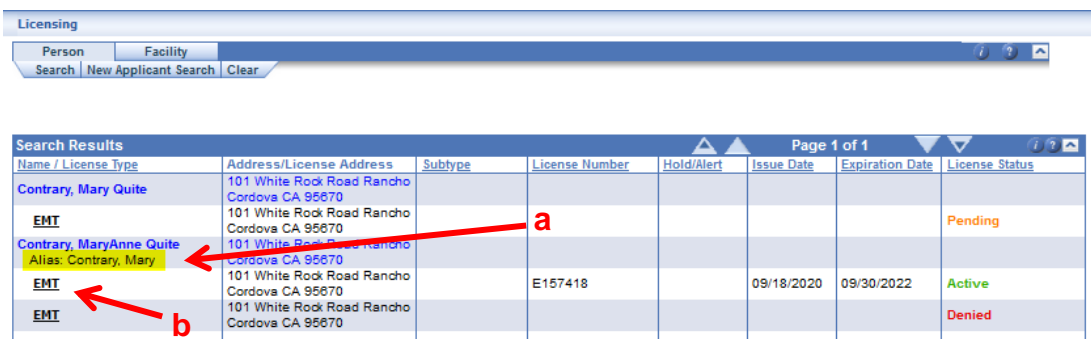
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8. Occasionally, you may need to **search for an alias**. To do so, go into Licensing Edit (a). Click on Licensee – Person Advanced (b) and check the box “Include Alias.” (c) Enter the name you wish to search (d). Click the Search tab at the bottom of the screen.



9. You will see the name you searched for and the Alias name underneath (a).



If you click on the underlined EMT above (b), the record will open. At the bottom of the screen, you will see the Alias mini-panel (a) that details any changes made to the name. This will include First, Last, Nicknames, etc.

Alias			
Last Name	First Name	Alias Type	Date Changed
Contrary	Mary	Consistency	11/03/2020