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.

		Reminders						
8	Licensing	Reminders for test	ce					00
9	Reminders	All Assigned to Me	Only Crea	ated by Me 🗌 Include Inactive/Co	mpleted		Due within 10	days Filter
	Reports	Reference	Туре	Description	Due Date	Status	Primary .	Created By
R	User Security	No results were found.						Ê
	Batch Control							
			а					
								•

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

	Reminders						
	Reminders for	testce					0
- Edit	All Assigned to	Me Only Cre	ated by Me 🔲 Include Inactiv	e/Completed		Due within	days Filt
Reminders	Reference	Type	Description	Due Date	Status	Primary	Created By
Reports	No results were found.						
Batch Control							

For questions or support, send an email request to <u>mlohelpdesk@emsa.ca.gov</u> using the <u>MLO</u> <u>Helpdesk Keywords</u>.

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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.

MyLicens	Se [®]			
	Licensing			
Licensing	Person Facility			0 3 🔼
🕨 - Edit	Profession Certifying Entity 🤝	License Type EMT 🗸	License Number E157415	
P Reminders	License Status <all status=""></all>	V First Name	Middle Name	
Reports	Last Name	Address Line1	Address Line2	
Batch Control	City	State v	Zip Code	
	SSN	Address Type General 🧹	Licensee Only 🔽	
a	Licensee - Person Advanced	Add Person		

3. 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 🔺	License			🥼 Details	
	refix:				Lice	nse Type: EMT			
First N	lame: Mary			7		n Number: E157418	3		
	lame: Quite				Applican	t Number: 254205			
Last	ame: Contrary	v				Status: Active			
	Birth: 01/20/20				Date This Status: 11/03/2020				
SSN: 111223333				Reason Changed: Administrative Error					
Registration (Code: 7519523	31				sue Date: 09/18/20			
	Registration code: 13133231			Expira	ation Date: 09/30/20	122			
		а				tive Date: 09/18/20			
Prerequisites				~	Background Ch	leck		Details	
Full Name	Relationsh	nip	Status			Description of Des	Date of COR	or ATI	
Sacramento County					CORI Status	Requested By	Verif Letter	Number	
EMS Agency	Certified By	1	Active		EMSA Receiving CORI Report	Sacramento Cour EMS Agency	ty 09/02/2020	99999999	
Requirements				<u>~</u>	Employers for l	icense		Details	
Name	Status	[ate)		Employer	Start Date	Position Name	End Date	
Certified By	Completed	0	9/18/202	0	Name	Start Date		chu bate	
					No Data				
Certification Action	S			Details 🔨	Exam			Details	
Certification Action	violat	tion Sta	rt Date	End Date	Exam Battery	Exam Type	Result Code	Exam Date	
No Data					No Data				
Alias				Details 🔨					
Allas									

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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.

Licensing > Edi	Person		
Person Add/Edit			03
	Prefix	First Name	Mary
Middle	Name Quite	Last Name *	Contrary
	Suffix	SSN	111 - 22 - 3333 Alt:
		ล่	
	01/20/2000	Date Deceased	
Registratio	n Code 75195231	Gender	~
Person Addition	al Add/Edit		0 1
	hnicity Cuban		
EU	Cuban	~	
Person Address	Fields		03
Zipcode*	95670-		
City*	Rancho Cordova	Rancho Cordova 🗸	
County	Sacramento	Sacramento 🗸	
State*	CA		Country* United States 🧹
Address Line1*	101 White Rock Road	S Map It	
Address Line2			Address Line3
Address Line4	Rancho Cordova CA 95670		Phone (916) 111-2222
Cell Phone			Work Phone (916) 111-1223
Email			
	·		
			\sim
			Save Back

 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.

Licensing > Edit Person	a			
New Alias				
Туре*	~			b
Date 11/03/2020	•			
OK Canoel				
Person Add/Edit				0 9
Prefix		First Name	MaryAnne	
Middle Name	Quite	Last Name *	Contrary	
Suffix		SSN	111 - 22 - 3333	Alt:
Date of Birth *	01/20/2000	Date Deceased	•	
Registration Code	75195231	Gender		

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6. 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**.

Ucensing	> Edit Person			
New Alias				
T)pe*			•	
Date			a a	
OKG	Consistency			
Person	Data Entry Error			0.5
	Domestic Partnership			
	Import		MaryAnne	
	Malden Name	Last Name *	Contrary	
	Marital Status Change	SSN	111 - 22 - 3333	At:
	Merged Nickname	Date Deceased		
	Other			
Re	Provided at renewal from school division	Gender		
Person	SSN Change			0.0
	Ethnicity Cuban			
Licensir	ng > Edit Person			
New Ali	ias			
Type*	Consistency	~		
Date	11/03/2020	<u> </u>		b
				~
OK	Canoel			

7. The next screen you will see is the updated profile for the person record. At the bottom of the screen, you will see the Alias mini-panel (a) that details the name(s) prior to the name change or correction.

a					
Alias Last Name	First Name	Allas Type	Details A		
Contrary	Mary	Consistency	11/03/2020		

Now you have added an alias or updated a person record. See below for instructions to Search for an alias.

For questions or support, send an email request to <u>mlohelpdesk@emsa.ca.gov</u> using the <u>MLO</u> <u>Helpdesk Keywords</u>.

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Occasionally, you may need to <u>search for an alias</u>. 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.

	Licensing	
📃 Licensing 🔄 🔒	Person Feeling ()	3 P
🕨 - Edit	Profession Cetifying Entity V License Type EMT V License Number	
Comin doso	License Status All Status> Rirst Name Middle Name	
C Reminders	Last Name Contrary Address Line1 Address Line2	
Reports	City State Zip Code	
User Security	SSN Address Type General Ucensee Only	
Batch Control		
	Date Of Birth mm/dd/yyyy 🖾 * Archive Only 🗌 Renewal Id	
	Applicant Number Old Address Search County	
	Bearsh New Applicant Bearsh Clear	

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

icensing							
Person Facility							00 🗅
Search New Applicant Search	Clear						
							_
Search Results					Page 1	1 of 1 🛛 🔍	ັ 🗸 🗸 🗸 🗸
Name / License Type	Address/License Address	Subtype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Contrary, Mary Quite	101 White Rock Road Rancho						
contrary, mary dance	Cordova CA 95670						
	101 White Rock Road Rancho		2				Pending
EMT	101 White Rock Road Rancho Cordova CA 95670		а				Pending
EMT Contrary, MaryAnne Quite	101 White Rock Road Rancho Cordova CA 95670 101 White Rock Roce Rancho		a				Pending
EMT	101 White Rock Road Rancho Cordova CA 95670 101 White Rock Public Nancho Cordova CA 95670		а				Pending
EMT Contrary, MaryAnne Quite Alias: Contrary, Mary	101 White Rock Road Rancho Cordova CA 95670 101 White Rock Roce Rancho Cordova CA 95670 101 White Rock Road Rancho		a		09/18/2020	09/30/2022	Pending
EMT Contrary, MaryAnne Quite	101 White Rock Road Rancho Cordova CA 95670 101 White Rock Public Nancho Cordova CA 95670		-		09/18/2020	09/30/2022	-

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