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 using the MLO Helpdesk Keywords.
2. 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.

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).

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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.

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.

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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.

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.

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