| Subject: | Documenting EMT | Certification Actions | |
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|----------|-----------------|------------------------------|--|

Number: 650-69

Effective Date: 11/4/2020

PURPOSE:

To increase communication and consistent application of EMT certification action, this procedure provides certifying entities with a standard process for documenting final determination of certification action by the LEMSA Medical Director in the Central Registry.

REGULATION GUIDANCE:

Documentation of final determination of certification action by the Medical Director must be entered into the Central Registry within 3 working days of the notice of certification action pursuant to California Code of Regulations., Title 22, Div. 9, Chapter 10, §100344 (e).

REFERENCE:

- California Code of Regulations, Title 22, Division 9, Chapter 10, §100344
- California Code of Regulation Title 22, Division 9, Chapter 6, §100214.3
- Health & Safety Code, §1798.200
- Procedure 650-51 Placing and Releasing an Alert in the Central Registry

PROCEDURE:

1. Once you are logged into MLO, click on the Licensing module (a) to see the Edit option.

| | Reminders | | | | | | |
|-----------------|---------------------------|--------------|----------------------------------|----------|--------|---------------|-------------|
| Licensing | Reminders for test | tce | | | | | 00 |
| 🝄 Reminders 🔨 | All Assigned to Me | e 🔿 Only Cre | ated by Me 🗌 Include Inactive/Co | mpleted | | Due within 10 | days Filter |
| Reports | Reterence | Туре | Description | Due Date | Status | Primary | Created By |
| User Security | No results were found. | | | | | | ^ |
| 🚔 Batch Control | | | | | | | |
| | | | | | | | |
| | | a | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | T |

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

| MyLicens | e° | | | | | | |
|---------------|--|--|---|---|---|---|---|
| | Reminders | | | | | | |
| Licensing | Reminders for testc | e | | | | | 12 |
| - Edit | All Assigned to Me | Only Created | by Me Include Inactive/Completed | | | Due within | days Filter |
| Reminders | Reference | Type | Description | Due Date | Status | Primary | Created By |
| Reports | No results were found. | | | | | | |
| User Security | | | | | | | |
| Batch Control | | | | | | | |
| | | | | | | | |
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| | L L | • | | | | | |
| | Licensing Edit Reminder Reports User Security Batch Control | Licensing edt Reminders Reports User Security Batch Control | All Assigned to Me Only Created Reminders Reports User Security Batch Control | Reminders Licensing cdt Reminders Reminders Reports User Security Batch Control | Reminders Licensing cdt Reminders User Security Batch Control | Reminders Licensing cdt Reminders Reminders User Security Batch Control | Reminders Reminders Licensing Reminders for testce Edt Reminders Reports Due within User Security Batch Control |

| Numper: 650-69 | |
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Subject: Documenting EMT certification actions

2. Once the EMT profile is located, scroll down to the Certification Actions panel, and select the Details tab.

| Person Facility | y | | | | | | (1) (2) |
|---|--|---|--|--|---|---|--|
| Search New Applicant Se | earch Clear | | | | | | |
| | | | | | | | |
| arch Results | | | | | Page 1 | of 1 | $\nabla \nabla$ (i |
| ime / License Type | Address/License Addr | ess <u>Subtype</u> | License Number | Hold/Alert | Issue Date | Expiration D | ate License Status |
| elly, Whoa Nelly | 33999 Nelly Belly Drive | Rancho | | | | | |
| | 33999 Nelly Belly Drive | Rancho | 5457444 | | 0.010 4100000 | 0.0100100000 | |
| 2001 | Cordova CA 95670 | | E15/414 | | 09/04/2020 | 09/30/2022 | Active |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Middle Na Last Na | ame: Nelly ame: Belly | | Applican | t Number: 254191 Status: Active | | | |
| Middle Na Last Na Date of B Registration C Gen | ame: Nelly ame: Belly Inffn: 08/09/1999 ISN: 333993333 ode: 89139113 dder: | | Applican Date Tr Reason Is Expira Effect | t Number: 254191 Status: Active his Status: 09/04/20 Changed: License sue Date: 09/04/20 tion Date: 09/04/20 tive Date: 09/04/20 | 20 Issuance 20 122 120 | | |
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3. When the Certification Actions Details panel opens, select the Add tab to enter the certification actions details.

| Licensing > User Define | d Object | s | | | | | |
|-------------------------|----------|------------------------------------|-------------------|----------|-----------------------|------------------------|----------------|
| Summary | | | | | | | 09 |
| Name | | Address | | | License Type | License Number | License Status |
| Whoa Nelly Belly | | 33999 Nelly Belly Cordova CA 95 | /Drive Ran 670 | cho | ЕМТ | E157414 | Active |
| Certification Action | 5 | | | | | | 09 |
| Certification | Action | Violation | Start Date | End Date | LEM \$A Taking Action | Medical Director Takin | g Action/Notes |
| No Data Found | | | | | | | |
| Add | | | | | | Back | |

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4. Enter all the required fields identified in the certification actions panel below.



5. Using the Certification Action dropdown, select the certification action that applies.

| Certification A | Actions | 00 |
|---|--------------------------------|----|
| Certification Action | Active | |
| Violation | Denied | × |
| Start Date End Date | Probation Tol- Revoked mag_ | |
| LEMSA Taking Action | | |
| Medical Director Taking Action/Notes | | |
| Save Cance | at / | |

6. In the Violation dropdown, select the violation that applies.



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7. Enter the start date of the certification action.

| Licensing > User Defined 0 | bjects | |
|---|--|-------|
| Certification Actions | | 0 🤉 🗖 |
| Certification Action | Revoled | |
| Violation | (c)(6) Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel. | ~ |
| Start Date | 11/12/2020 | |
| End Date | mm/dd/yyyyy 🖾 - | |
| LEMSA Taking Action | | |
| Medical Director Taking Action/Notes | | |

8. Enter the end date **if applicable**.

| Licensing > User Defined O | bjects | |
|---|---|-------|
| Certification Actions | | 0 🤉 🗖 |
| Certification Action | Revoled | |
| Violation | (c)(6) Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel. | ~ |
| Start Date | 11/12/2020 | |
| End Date | mm/dd/yyyy | |
| LEMSA Taking Action | v | |
| Medical Director Taking Action/Notes | | |

9. Select your LEMSA from the dropdown menu LEMSA Taking Action.



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10. Enter the Medical Director's name and desired notes. You can identify additional violations in this section. Select the Save tab to save the certification actions details.

| Jcensing > User Defined O | bjects | |
|---|---|-------|
| Certification Actions | | 0 2 ^ |
| | | |
| Certification Action | Revoked | |
| Violation | (c)(6) Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel. | ~ |
| Start Date | 11/12/2020 | |
| End Date | mm/dd/yyyyy 🔤 🕶 | |
| LEMSA Taking Action | Sacramento 🗸 | |
| Medical Director Taking Action/Notes | Dr. Dooiltitle Wrong: EMT has been convicted of two or more felonies. (lifetime ban) | |
| Save Cancel | | |

11. Select the Back button to return to the EMT record profile page.

| Licensing | > User Defined Obj | lects | | | | | |
|-----------|-------------------------|--|---------------|-------------------|--------------------------|--|--------------------|
| Summa | iry | | | | | | 00 |
| Name | | Address | L | lcense Type | | License Number | License Status |
| Whoa N | elly Belly | 33999 Nelly Belly Drive Rancho Cordova CA 95670 | | ЕМТ | | E157414 | Active |
| Certific | ation Actions | | | | | | 09 |
| | Certification Action | Violation | Start Date | End Date | LEM \$A Taking Action | Medical Director T | aking Action/Notes |
| 1 | Revoked | (6) Conviction of any crime which is bstanti 11/1 | | 2/2020 Sacramento | | Dr. Doolittle Wrong convicted of tw | EMT has been |
| Add | | | | | | | |
| | | | | | | Back | |

12. Place your curser over the Tasks option on the top righthand side of the page to view the dropdown bar and select Change License Status.



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13. Complete the required fields in the Change Status panel.

| Summary | | | | | 0 |
|-------------------|---|--------|--------------|----------------|----------------|
| Name | Address | | License Type | License Number | License Status |
| Whoa Nelly Belly | 33999 Nelly Belly Drive Cordova CA 95670 | Rancho | EMT | E157414 | Active |
| Change Status | | (1) | | | |
| Current Status Ac | tive | | | | |
| New Status* | - ~ | | | | |
| Reason* | - | ~ | | | |
| Date of Change* 1 | 1/12/2020 | | | | |
| Letter? 🗸 | 2 | | | | |
| | | | | | |
| No Fee 🗸 | 3 | | | | |
| Fee Type | - ~ | | | | |
| Fee Amount 0 | | | | | |

14. Select the status for the EMT Certificate from the New Status dropdown bar.

| - | | | | | 0.5 |
|------------------|--|-------------|--------------|----------------|----------------|
| Summary | | | | | 03 |
| Name | Address | | License Type | License Number | License Status |
| Whoa Nelly Belly | 33999 Nelly Belly Dr Cordova CA 95670 | rive Rancho | EMT | E157414 | Active |
| Change Status | | 0.8 | | | |
| Current Status A | ctive | | | | |
| New Status* | | 6 | | | |
| Reason* | | ~ | | | |
| Date of Change" | Active | | | | |
| Letter? | Active-Probation | | | | |
| Lewer / | Active-Restricted | | | | |
| No Fee | Deactivated | | | | |
| No ree | Denied | | | | |
| Fee Type | Expired | | | | |
| Fee Amount | Expired-Probation | | | | |
| Save Cancel | nactive | | | | |
| 1 | Revoked | | | | |
| 1 | Surrendered | | | | |
| 1 | Suspended | | | | |

15. Select the reason for the status change from the Reason dropdown bar.



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16. Enter the effective date for the status change in the Date of Change field dropdown bar. Select save to save all details in the Change Status panel. The Letter and No Fee boxes do not apply to EMT certification status.

| Summary | | | | | 0 |
|------------------|---|--------|--------------|----------------|----------------|
| Name | Address | | License Type | License Number | License Status |
| Whoa Nelly Belly | 33999 Nelly Belly Drive Cordova CA 95670 | Rancho | EMT | E157414 | Active |
| Thange Status | | 66 | | | |
| Current Status | Active | | | | |
| New Status* | Revoked 🗸 | | | | |
| Reason* | Disciplinary Action | \sim | | | |
| Date of Change* | 11/12/2020 | | | | |
| Letter? | | | | | |
| | _ | | | | |
| No Fee | | | | | |
| Fee Type | | | | | |
| Ener American | 0 | | | | |

17. The license status and EMT certification action is now completely recorded in the Central Registry.

| Person Facility Search New Applicant Search Ch arch Results mer / Liconse Trops Ad itly, Whoa Nelly Ra EMT Rame New Application Reapply crson Prefix: Fint Name: Nelly Date of thim, 0400 first Sender: 80193113 Gender: Prercequisites Full Name | ez ddress/License Address andro Cardova CA 9670 andro Cardova CA 9670 andro Cardova CA 9670 Detains 19 13 | Subtype | License Number E157414 | AT 67414 4191 12/2020 | Page 1 (15596 Date 15 09/04/2020 0 09/04/2020 0 | of 1 approximation Date 9/30/2022 | V V | | | • |
|--|---|-----------------------|---|---|---|---|---------------------------|--------------|--------|---------|
| arch Results Armonia and Armon | ddress/License Address 5959 Neily Early Chive Service State (Service) ancho Cordova CA 95670 | Subtree | License Number E157414 | AT 67414 4191 12/2020 4 | Page 1 15595 2017 F 09/04/2020 0 09/04/2020 0 | of 1 Paperson Date 9/30/2022 | License Status Revoked | | | • |
| arch Results Archive Stress Archive | Ideess Toome Address 1999 Helly Early Frie ancho Cardona CA 95070 ancho Cordova CA 95070 I Detain 19 19 | Subtype | License Number E157414 | AT 57414 4191 12/2020 | Page 1 (15508 Date E 09/04/2020 0 | of 1 appration Date 9/30/2022 | Revoked | | | • |
| Alexan Type Alexan Ty | Jdress II. Jonne Address andro Cardova CA 9670 andro Cardova CA 9670 andro Cordova CA 95670 Malti Jello Trive andro Cordova CA 95670 | Licens Certi R | License Number E157414 License Type: El fifcation Number: 2 polican Number: 2 Status: n Date This Status: 11 Teason Changed: D Isaue Date: 20 | AT 57414 12/2020 12/2020 | 19904/2020 0 | xpiration Date 9/30/2022 | License Status | • | | • |
| Illy, Whoa Nelly 73 EMT 73 EMT 73 New Application Reappy 7 erson 7 First Name: Whoa Middle Name: Nelly Date of Buth: 08/09/199 SN: 33399333 Registration Code: 89139113 Gender: 7 Prerequisites Full Name 5 Sacramanto Code: 1 | 959 Neily Belly Drive ancho Cardova K 8670 9595 Neily Belly Drive ancho Cardova CA 95670 | Certi R | E157414 License Type: El ification Number: 2 Status: R Jate This Status: 11 Teason Changed: D Isaye Date: 05 | 1T 57414 4191 voked /12/2020 ciplinary Actic | 09/04/2020 0 | 9/30/2022 | Revoked | • | | • |
| New Application Reapply erson First Name: Whoe Middle Name: Nelly Last Name: Nelly Last Name: Selly 1998 Control Selly 1998 Selly 1998 Prerequisites Full Name Sacramanto Codenty | PB 13 | Certi At R | se License Type: El ification Number: 2 Status: 11 Des This Status: 11 Jeason Changed: Di Isave Date 105 | AT 57414 4191 vvoked /12/2020 sciplinary Actic | Det | is ^ | | | | |
| New Application Reapply erson Fint Name: Nelly Last Name: Nelly Last Name: Selly SN: 3399333 Registration Code: 89139113 Cender: Prerequisites Full Name Sacramanto County: | Person I | Certi Aş I R | se License Type: El fication Number: 2 pplicant Number: 2 Status: 11 Satus: 11 Sasue Date: 05 Issue Date: 05 | 1T 57414 4191 voked /12/2020 sciplinary Actic | Deta | 15 🛆 | | | | |
| New Application Reappy Prefix: First Name: Whoa Middle Name: Naily Last Name: Naily Date of bith: 08007 1997 SSN: 33399333 Registration Code: 88139113 Gender: Prercequisites Full Name Sarcamanto Codeth: | 19 3 | Certi Ag | E License Type: El ification Number: E pplicant Number: 22 Status: Ri Date This Status: 11 Resson Changed: Di Issue Date: 06 | 1T 57414 4191 voked /12/2020 sciplinary Actio | Deta | iis 🛆 | | | | |
| New Application Reapply erson Prefix: First Name: Whos Middle Name: Belly Date of Birth: 09/09/199 SSN: 33393333 Registration Code: 89139113 Gender: Prerequisites Full Name Sarcamacho Codenty: | Dening 1 19 13 | Certi Ap | SE License Type: El jfication Number: 24 Status: Ri Date This Status: 11 Teason Changed: Di Issue Date: 05 | AT 57414 4191 voked /12/2020 sciplinary Actio | Deta | it A | | | | |
| erson Prefix: First Name: Whos Middle Name: Belly Date of Birth: 08/09/198 S6N: 33399333 Registration Code: 89139113 Gender: Prerequisites Full Name Sacramanto Codinty: | P Denna 1 19 13 | Certi Ap | License Type: El ification Number: El pplicant Number: 24 Status: Rr Date This Status: 11 lasue Ochanged: Di Issue Date: 05 | /T 57414 4191 woked /12/2020 sciplinary Actic | Deta | iis 🔼 | | | | |
| erson Prefix: First Name: Whos Mildle Name: Nelly Let Name: Belly Date of Birth: 08/08/199 SN: 33398333 Registration Code: 89139113 Gender: Prerequisites Full Name | Details 1 | Certi Aş | E License Type: El ification Number: E pplicant Number: 22 Status: Re Date This Status: 11 Resson Changed: Di Issue Date: 05 | AT 57414 4191 voked /12/2020 sciplinary Actio | Deta | ils 🛆 | | | | |
| Prefic: Fint Name: Whos Middle Name: Nelly Last Name: Baily Date of Birth: 08/08/1989 SN: 33399333 Registration Code: 89139113 Gender: Prerequisites Full Name Sacromanto Codenty: | 19 13 | Certi Aş I R | License Type: El ification Number: E' pplicant Number: 2t Status: Re Date This Status: 11 Reason Changed: Di Issue Date: 00 | AT 57414 4191 woked /12/2020 sciplinary Actic | | | | | | |
| First Name: Whoa Middle Name: Nelly Last Name: Nelly Date of Birth: 0903/1995 SSN: 33393333 Registration Code: 89139113 Gender: Prerequisites Full Name Sarcamacha County: | 19 13 | Certi Aş I R | ification Number: E pplicant Number: 28 Status: Re Date This Status: 11 Reason Changed: Di Issue Date: 05 | 57414 4191 woked /12/2020 sciplinary Actio | | | | | | |
| Last Name: Beily Date of Binh: 09/09/198 SSN: 3339333. Registration Code: 89139113 Gender: Prcrequisites Full Name | 19 13 | I | Status: Re Date This Status: 11 Reason Changed: Di Issue Date: 05 | woked /12/2020 sciplinary Actio | | | | | | |
| Date of Birth: 09/09/199 SN: 33399333 Registration Code: 89139113 Gender: Prerequisites Full Name | 19 | R | Date This Status: 11 Reason Changed: Di Issue Date: 05 | /12/2020 sciplinary Actic | | | | | | |
| Registration Code: 59139113 Gender: Prerequisites Full Name | | | Issue Date: 05 | suprinary Auto | | | | | | |
| Gender: Prerequisites Full Name Sacramento County | | | | /04/2020 | 511 | | | | | |
| Prerequisites Full Name | | | Expiration Date: 09 Effective Date: 09 | /30/2022 /04/2020 | | | | | | |
| Full Name | | | ~ | Ba | ckground (| Check | | | | Details |
| Sacramento County | Relationship | Status | _ | | OPI Status | Perma | ted Du | Date of CO | ORI or | ATI |
| Gauramento County | Contrast Dec | A | | | JRI Status | Reques | ыеа ву | Verif Letter | r | Numbe |
| EMS Agency | Centified By | Active | | E | MSA | Sacram | iento | 08/08/202 | 0 | TEST |
| | | | | Re | ceiving COR | Agency | EIVIS | | | |
| | | | | ive | port | Agency | | | | |
| Dequiremente | | | | En | nolovere fo | r License | | | | Detaile |
| Name | Status | Date | | En | nployers to | LICCHA | Po | sition Name | | Details |
| Certified By | Completed | 09/04/202 | 20 | Na | me | Start Dat | e | short name | End D |)ate |
| outlines by | oompicteo | | | No | o Data | | | | | |
| | | | | | | | | | | |
| Certification Actions | S | | Details 🔨 | Ex | am | | | | | Details |
| Certification Viola | ation | Start I | Date Date | Ex | am Battery | Exam Ty | pe Re | sult Code | Exam | Date |
| Revoked (c)(6 |) Conviction of any | 11/12/ | /2020 | No | o Data | | | | | |
| crime | which is substanti | | | | | | | | | |
| | | | | | | | | | | |
| Alias | | | Details 🔨 | | | | | | | |
| Last Name First N | | Da Da | ate Changed | 1 | | | | | | |

| Subject: | Documenting |) EMT | certification actions | |
|----------|-------------|-------|-----------------------|--|
|----------|-------------|-------|-----------------------|--|

Number: 650-69

Effective Date: 11/4/2020 DRAFT for v4.13

NOTE: The central registry license status panel will not communicate with the certification actions panel. It is the responsibility of the certifying entity to change the license status from Active-Probation to Active once a probation term in resolved. If the EMT certificate expires while on probation, the Central Registry will default to Expired-Probation.