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.

   ![Image of Licensing module with reminder](image1)

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

![Image of Central Registry licensing section](image2)

For questions or support, send an email request to mlohelpdesk@emsa.ca.gov using the MLO Helpdesk Keywords.
2. Once the EMT profile is located, scroll down to the Certification Actions panel, and select the Details tab.

3. When the Certification Actions Details panel opens, select the Add tab to enter the certification actions details.
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.

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

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7. Enter the start date of the certification action.

8. Enter the end date if applicable.

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.

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

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

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

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.

17. The license status and EMT certification action is now completely recorded in the Central Registry.
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 is resolved. If the EMT certificate expires while on probation, the Central Registry will default to Expired-Probation.