

# CENTRAL REGISTRY PROCEDURE MANUAL

<b>Subject: Documenting EMT Certification Actions</b>	<b>Number: 650-69</b>
<b>Effective Date: 11/4/2020</b>	

## 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:

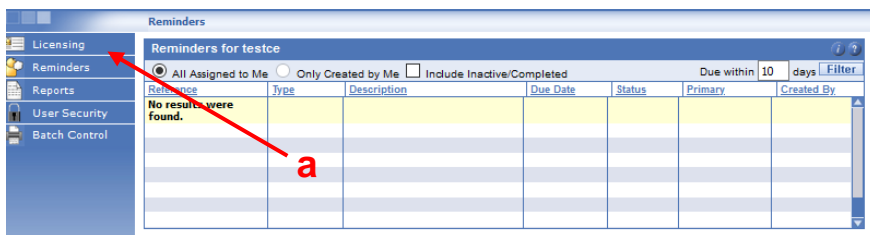
Documentation of final determination of certification action by the Medical Director must be entered into the Central Registry within 3 working days of the notice of certification action pursuant to California Code of Regulations., Title 22, Div. 9, Chapter 10, §100344 (e).

## REFERENCE:

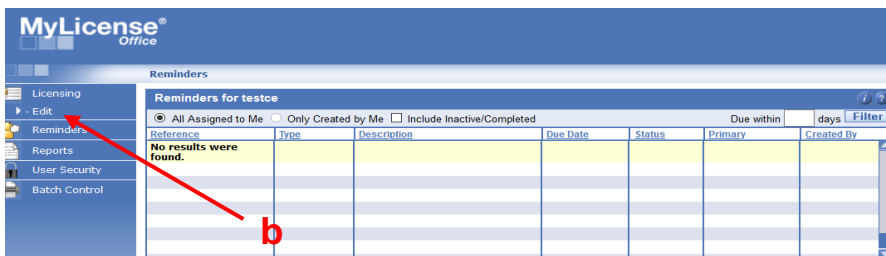
- California Code of Regulations, Title 22, Division 9, Chapter 10, §100344
- California Code of Regulation Title 22, Division 9, Chapter 6, §100214.3
- Health & Safety Code, §1798.200
- Procedure 650-51 Placing and Releasing an Alert in the Central Registry

## PROCEDURE:

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



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

Licensing

Person Facility  
Search | New Applicant Search | Clear

Search Results Page 1 of 1

Name / License Type	Address/License Address	Subtype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Belly, Whoa Nelly EMT	33999 Nelly Belly Drive Rancho Cordova CA 95670 33999 Nelly Belly Drive Rancho Cordova CA 95670		E157414		09/04/2020	09/30/2022	Active

New Application

Person Details

Prefix:  
First Name: Whoa  
Middle Name: Nelly  
Last Name: Belly  
Date of Birth: 09/09/1999  
SSN: 333993333  
Registration Code: 89139113  
Gender:

License Details

License Type: EMT  
Certification Number: E157414  
Applicant Number: 254191  
Status: Active  
Date This Status: 09/04/2020  
Reason Changed: License Issuance  
Issue Date: 09/04/2020  
Expiration Date: 09/30/2022  
Effective Date: 09/04/2020

Prerequisites

Full Name	Relationship	Status
Sacramento County EMS Agency	Certified By	Active

Background Check Details

CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
EMSA Receiving CORI Report	Sacramento County EMS Agency	08/08/2020	TEST

Requirements

Name	Status	Date
Certified By	Completed	09/04/2020

Certification Actions Details

Certification Action	Violation	Start Date	End Date
No Data			

Employers for License

Employer Name	Start Date	Position Name	End Date
No Data			

Exam

Exam Battery	Exam Type	Result Code	Exam Date
No Data			

Alias

Last Name	First Name	Alias Type	Date Changed
No Data			

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

Licensing > User Defined Objects

Summary

Name	Address	License Type	License Number	License Status
Whoa Nelly Belly	33999 Nelly Belly Drive Rancho Cordova CA 95670	EMT	E157414	Active

Certification Actions

Certification Action	Violation	Start Date	End Date	LEM SA Taking Action	Medical Director Taking Action/Notes
No Data Found					

Add

Back

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



The screenshot shows a window titled "Certification Actions" with the following fields:

- Certification Action: A dropdown menu with "----" selected.
- Violation: A dropdown menu with "----" selected.
- Start Date: A date input field with "mm/dd/yyyy" and a calendar icon.
- End Date: A date input field with "mm/dd/yyyy" and a calendar icon.
- LEMSA Taking Action: A dropdown menu with "----" selected.
- Medical Director Taking Action/Notes: A text area with a scroll bar.
- Buttons: "Save" and "Cancel" at the bottom left.

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



The screenshot shows the "Certification Actions" window with the "Certification Action" dropdown menu open. A red arrow points to the "Active" option in the list. The list includes: Active, Denied, Expired, Probation, Revoked, and Suspended.

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



The screenshot shows the "Certification Actions" window with the "Violation" dropdown menu open. A red arrow points to the first violation option in the list. The list includes:

- (1) Failure in the procurement of any certificate or license under this division.
- (2) Gross negligence.
- (3) Repeated negligent acts.
- (4) Incompetence.
- (5) Any fraudulent, dishonest, or corrupt act that is substantially related to the functions and duties of prehospital personnel.
- (6) Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel.
- (7) Violating or attempting to violate any provision of this division or regulations pertaining to prehospital personnel.
- (8) Violating or attempting to violate statute or regulation that regulates narcotics, dangerous drugs, or controlled substances.
- (9) Addition to the excessive use of, or the misuse of, alcoholic beverages, narcotics, dangerous drugs, or controlled substances.
- (10) Functioning outside the supervision of medical control in the field care system operating at the local level.
- (11) Demonstration of inpatient behavior or occurrence of a physical disability.
- (12)(a) The mistreatment or physical abuse of any patient.
- (12)(b) The failure to maintain confidentiality of patient medical information.
- (12)(c) The commission of any security related offense specified under Section 210 of the Penal Code.



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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.

Licensing > User Defined Objects

Certification Actions

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/yyyy

LEMSA Taking Action: Sacramento

Medical Director Taking Action/Notes: Dr. Doolittle 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 Objects

Summary

Name	Address	License Type	License Number	License Status
Whoa Nelly Belly	33999 Nelly Belly Drive Rancho Cordova CA 95670	EMT	E157414	Active

Certification Actions

	Certification Action	Violation	Start Date	End Date	LEMSA Taking Action	Medical Director Taking Action/Notes
1	Revoked	(c)(6) Conviction of any crime which is substanti...	11/12/2020		Sacramento	Dr. Doolittle Wrong: EMT has been convicted of tw...

Add

Back

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

SERVICES TASKS

Hold/Alert

Print

Change License Status

History

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

Licensing > Change Status

Summary					
Name	Address	License Type	License Number	License Status	
Whoa Nelly Belly	33999 Nelly Belly Drive Cordova CA 95670 Rancho	EMT	E157414	Active	

Change Status

Current Status: Active

New Status\*: [ ]

Reason\*: [ ]

Date of Change\*: 11/12/2020

Letter?

No Fee

Fee Type: [ ]

Fee Amount: 0

Save Cancel

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

Licensing > Change Status

Summary					
Name	Address	License Type	License Number	License Status	
Whoa Nelly Belly	33999 Nelly Belly Drive Cordova CA 95670 Rancho	EMT	E157414	Active	

Change Status

Current Status: Active

New Status\*: [ ]

Reason\*: [ ]

Date of Change\*: [ ]

Letter?

No Fee

Fee Type: [ ]

Fee Amount: [ ]

Save Cancel

- Active
- Active-Probation
- Active-Restricted
- Deactivated
- Denied
- Expired
- Expired-Probation
- Inactive
- Revoked
- Summended
- Suspended

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

Licensing > Change Status

Summary					
Name	Address	License Type	License Number	License Status	
Whoa Nelly Belly	33999 Nelly Belly Drive Cordova CA 95670 Rancho	EMT	E157414	Active	

Change Status

Current Status: Active

New Status\*: Revoked

Reason\*: [ ]

Date of Change\*: [ ]

Letter?

No Fee

Fee Type: [ ]

Fee Amount: [ ]

Save Cancel

- Administrative Error
- Appeal Upheld
- Application Abandoned
- Application Denied
- Checklist Deleted
- COVID19
- Data Entry Error
- Deactivated
- Deceased
- Disciplinary Action
- Downgraded
- Expired
- Expired License Renewal
- From Other License
- Lapsed
- License Issuance
- License Renewal
- License Transferred
- License Withdrawn

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- 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.

**Licensing > Change Status**

Summary				
Name	Address	License Type	License Number	License Status
Whoa Nelly Belly	33999 Nelly Belly Drive Rancho Cordova CA 95670	EMT	E157414	Active

**Change Status**

Current Status: Active

New Status: Revoked

Reason: Disciplinary Action

Date of Change: 11/12/2020 →

Letter?

No Fee

Fee Type: ---

Fee Amount: 0

Save Cancel

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

**Licensing**

Person Facility  
Search | New Applicant Search | Clear

Name / License Type	Address/License Address	Subtype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Belly, Whoa Nelly	33999 Nelly Belly Drive Rancho Cordova CA 95670		E157414		09/04/2020	09/30/2022	Revoked
EMT	33999 Nelly Belly Drive Rancho Cordova CA 95670						

**Person**

Prefix: ---  
 First Name: Whoa  
 Middle Name: Nelly  
 Last Name: Belly  
 Date of Birth: 09/09/1999  
 SSN: 333993333  
 Registration Code: 89139113  
 Gender: ---

**License**

License Type: EMT  
 Certification Number: E157414  
 Applicant Number: 254191  
 Status: Revoked →  
 Date This Status: 11/12/2020  
 Reason Changed: Disciplinary Action  
 Issue Date: 09/04/2020  
 Expiration Date: 09/30/2022  
 Effective Date: 09/04/2020

**Prerequisites**

Full Name	Relationship	Status
Sacramento County EMS Agency	Certified By	Active

**Requirements**

Name	Status	Date
Certified By	Completed	09/04/2020

**Certification Actions**

Certification Action	Violation	Start Date	End Date
Revoked	(c) (6) Conviction of any crime which is substanti...	11/12/2020	

**Alias**

Last Name	First Name	Alias Type	Date Changed

**Background Check**

CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
EMSA Receiving CORI Report	Sacramento County EMS Agency	08/08/2020	TEST

**Employers for License**

Employer Name	Start Date	Position Name	End Date
No Data			

**Exam**

Exam Battery	Exam Type	Result Code	Exam Date
No Data			

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**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.