CENTRAL REGISTRY
PROCEDURE MANUAL

Subject: Re-printing an EMT/AEMT Card	Number: 650-87
Effective Date: 01-15-2021	

PURPOSE:
To provide instructions on how to re-queue and re-print an EMT or AEMT card if your agency prints your own cards. If EMSA prints for your agency, send a mlohelpdesk request via email using the subject: *EMT Cards*.

REGULATION GUIDANCE:
According to Section 100344 of Chapter 10, all California issued EMT and Advanced EMT wallet-sized certification cards shall be printed by the certifying entity or the Authority using the Central Registry. The cards shall be printed using the single Authority approved format on cards provided by the Authority. Chapter 2, Section 100062 (f) states that **if an EMT or Advanced EMT certification card is lost, destroyed, damaged, or there has been a change in the name of the EMT, a duplicate certification card may be requested**. The request shall be in writing to the certifying entity that issued the EMT certificate and include a statement identifying the reason for the request and if due to a name change, include a copy of legal documentation of the change in name. The duplicate card shall bear the same certification number and date of expiration as the original card.
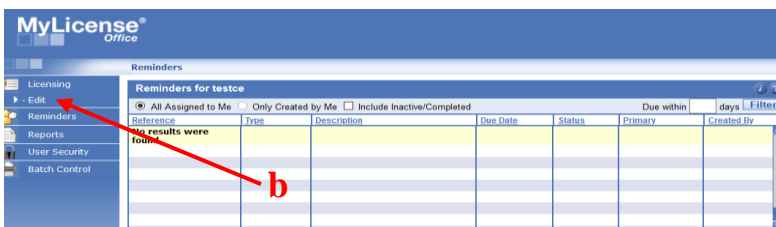
REFERENCE:
- Chapter 10: California EMT Central Registry, Section 100344
- Chapter 2: Emergency Medical Technician, Section 100062
- Chapter 3: Advanced Emergency Medical Technician, Section 100123
- **Procedure 650-65 How to Print an EMT card**

PROCEDURE:
1. Once you are logged into MLO, click on the Licensing module (a) to see the Edit option.
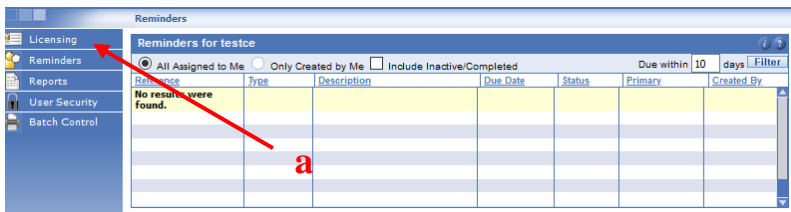
In the left column of the Central Registry under Licensing, click > Edit (b).

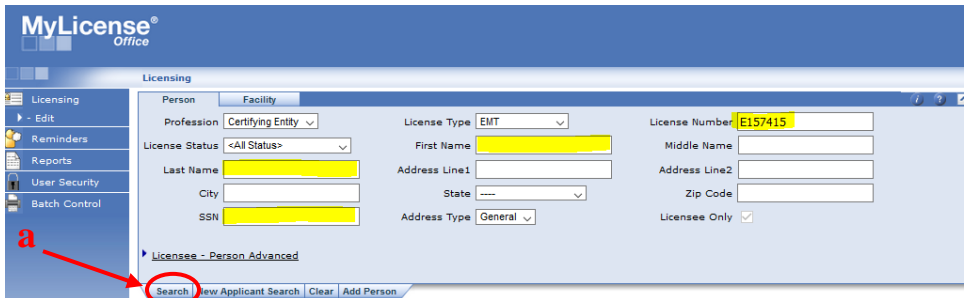For questions or support, send an email request to mlohelpdesk@emsa.ca.gov using the MLO Helpdesk Keywords.

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2. Enter the EMT or AEMT certification number or SSN for the person record/certification that you wish to search and reprint. Use the **Search tab** (a) **NOT the New Applicant Search tab** which is used for initial applications. You may also search by name.
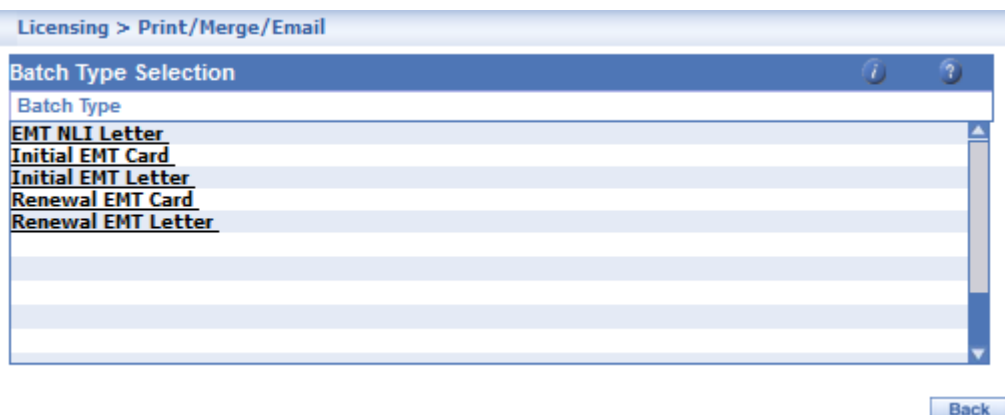

3. Once you have opened the correct EMT or AEMT record, locate the "Tasks" drop-down menu on the top right and select Print (a).

4. The next screen is the Batch Type Selection. Here you will select Initial (EMT/AEMT) Card **OR** Renewal (EMT/AEMT) Card. Note: If it is a Reinstatement, you will click on the Initial card or letter.
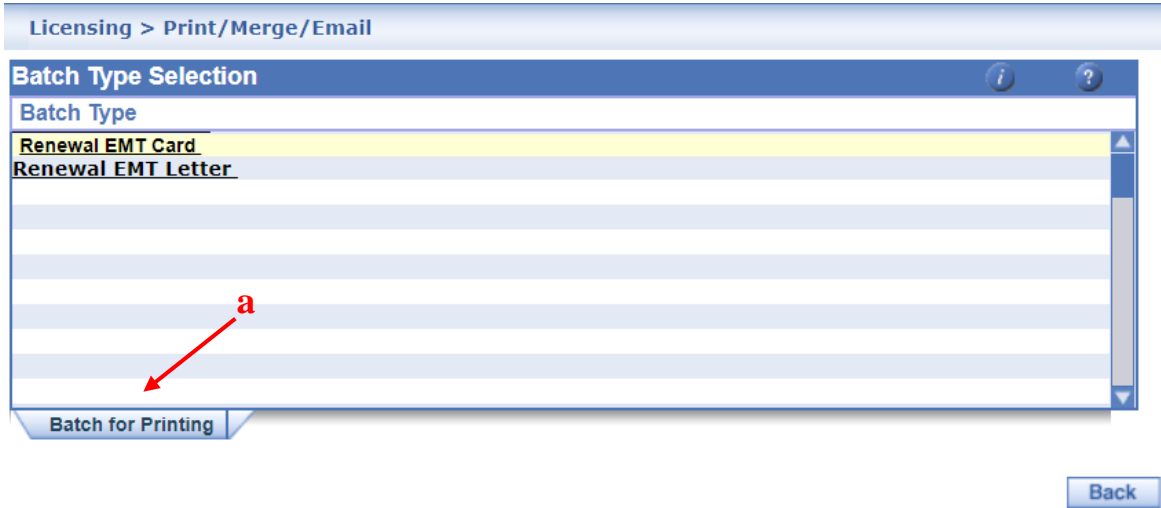

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5. Once you select the type you want to print, click on Batch for Printing (a).

6. Once you click on the **Batch for Printing** tab, the following message will appear and you may print now or later following Procedure 650-65 *How to Print an EMT Card*.

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