PURPOSE:  
To provide instructions on the process for reinstating an expired EMT certification.

REGULATION GUIDANCE:  
According to Section 100344 of Chapter 10, a certifying entity is required to enter recertification into the Central Registry for each certification applicant no later than 14 calendar days from the date the applicant successfully meets the recertification requirements.

REFERENCE:  
- Chapter 10: California EMT Central Registry, Section 100344  
- Chapter 2: Reinstatement of an Expired California EMT Certificate, Section 100081  
- EMT Certification Requirements and Fees chart  
- EMT Eligibility, Recertification and Expiration Cycles chart  
- Procedure 650-65 How to Print an EMT Card  
- Procedure 650-80 Unarchiving an EMT Record  
- Procedure 650-82 Creating an Alias  
- Procedure 650-55 Submitting a No Longer Interested (NLI) form.  
- Procedure 650-52 Documenting a Certification Denial  
- Procedure 650-66 Removing a Pending Application

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

   ![Edit option](image1)

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

   ![Edit option](image2)

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2. In the License panel, as shown below, set the fields as follows:
   - In the Profession field, select “Certifying Entity” from the drop-down menu.
   - In the License Type field, select “EMT” or “Advanced EMT” from the drop-down menu.
   - In the License Status field, leave at the default of “All Status.”

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

4. If you search by last name only, you may find multiple EMT records and will need to know the full name and SSN to confirm the correct record. If you find the correct person record that you are planning to reinstate, click on the (underlined) EMT. Below is an example of EMT records with the same name:

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5. A person record might be **archived**. If you searched Licensing Edit and did not find the person, try searching for the EMT record through Licensing Edit, Licensee – Person Advanced (a) and check the “Archive Only” box (b). If archived, it will need to be “unarchived” in order to process the re-certification. **Follow the procedure for “Unarchiving an EMT Record” #650-80.**

6. Once you find the correct EMT to reinstate, the individual’s record will open as shown below:

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7. Below the Search Results mini-panel, click the Reinstall tab (a).

8. Once you click the Reinstall tab, this is the screen you will see:

Click on the Obtained by drop down (a) shown above and you will choose the correct option (b) as shown below for the lapsed EMT reinstatement that you are processing:

After you choose the correct Obtained By option, click >Save (c).

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**IMPORTANT NOTE:** If you chose the wrong Obtained By and discover this mid-process, you may send a helpdesk ticket for assistance. This can be changed while still in pending, by the BLS Coordinator. Once the certification is approved, it cannot be changed, but you can document notes in the License panel clarifying.

9. Next, you will see that the complete record opens showing you the expired certification and the pending reinstatement.

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10. Verify that the Background Check is current and valid with your certifying agency in the Central Registry. A new background check is required if the reinstating EMT:
   - Lapsed certification over one year OR
   - Changed certifying agencies (even if your agency has a prior scan on the EMT and they renewed elsewhere on the last cycle and then came back)

11. To enter new background check data, click on the Details button (a).

12. This will open the background check mini panel so that you may add the live scan information. Then click Add (a).

13. The Background Check mini panel will open – this is where certifying entities can log receipt of CORIs as required by regulation.

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There are two options in the drop down menu for CORI status (a):

- **Background check prior to July 1, 2010** is used only for EMTs that were grandfathered into the Central Registry and the certifying entity submitted a Letter of Verification to EMSA at that time. Do not use this option unless it was left blank originally and now needs to be filled in. You must verify that this process was done.
- **EMSA Receiving CORI Report is the option to choose** for EMTs changing certifying entities or EMTs that are reinstating and have lapsed over one year.

- **Requested By:** this would be your agency
- **Date of CORI:** the date both FBI and DOJ reports have been received from the Department of Justice (DOJ) by your agency.
- **ATI Number:** This will be on the report you receive from DOJ and is on the live scan application.
- **DO NOT FILL IN “NLI.”** This means No Longer Interested and is used for documenting when an agency cancelled the CORI with DOJ. Reference Procedure 650-55 Submitting a No Longer Interested (NLI) form.

14. Below is an example of what should be filled in on the background check mini panel for an EMT that has changed certifying agencies or lapsed over one year. Ensure that each field is entered, as missing information or additional blank lines will hinder the approval of the certification in MLO and any future certifications on this EMT record.

Click >Save (a)

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15. This is the screen you will see once you have entered all necessary background check information. Click >Back (a) to continue.

16. The “Employers for License” mini panel is not necessary to use for EMT certification. All employers are not listed. You may use if you wish.

17. Next, click on the Details tab in the Requirements mini panel to check off all requirements (a).

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18. Below is the screen that will appear. Each checklist will be slightly different based upon which Obtained By/Requirements is chosen.

Check off all the boxes in the requirements checklist for reinstatement (a), as each requirement must be complete prior to processing the reinstatement:

- Certified By – This should already show “completed” in the status. If not, you will need to send a helpdesk request to correct the pre-requisite relationship with your agency.
- Application Complete and Signed - When the EMT submits a completed application, you will check this box.
- Appropriate Fees Collected – This box should be checked if your agency collected the correct fee as found on the EMT Certification Requirements and Fees chart.
- DOJ and FBI CORI Received - If the live scan is still current with your certifying entity (and the EMT lapsed less than 1 year) OR you obtained a new live scan due to the EMT changing certifying entities to your agency OR due to a lapse over one year, check this box.
- Hours of CE – Check this box if all required CE was verified by your agency. The checklist will list the required hours based upon the length of lapse.
- Skills Competency Form Submitted – If the EMT lapsed greater than 12 months, this is a requirement for reinstatement. Skills verification is valid for a maximum of two years. Check this box once verified.
- Current NREMT/AEMT/Paramedic – If the EMT lapsed 12 months or more, this is a requirement for reinstatement. They must pass the NREMT cognitive and psychomotor exams OR possess a current EMT, AEMT or Paramedic NREMT registration certificate OR they may possess a valid AEMT certificate or paramedic license. Check this box once verified.

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**IMPORTANT NOTE:** If any requirements above were not met, the reinstatement should not be processed completely or approved. You may leave the application in pending mode for a reasonable period until ALL requirements are met. If it is not processed in a timely fashion, the lapse and requirements may increase. If you time out of MLO or leave this application and return later, you will simply need to go into Licensing Edit, search the name or SSN to pull up the pending certification and complete the certification.

19. After all boxes are checked off, click the “completed” tab at the bottom (a).

20. Once you click the “Completed” tab in the Requirements mini panel, the screen will refresh and you will see that the status shows “completed” (a) for all requirements; it will be dated and your UserID will be reflected in the right hand column (under Changed By). Next you must click the MAKE COMPLETE tab (b) at the bottom of the checklist. This is commonly forgotten and will thwart the approval process. Finally, click Back (c) to get the approve tab.

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21. Below is the screen that will appear. The License Status (a) in the Search Results screen and the License mini panel (a) both show Reinstatement Pending, as the license has not yet been approved. Click the Approve tab (b).

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22. A summary screen will appear next showing the issue date, expiration date and effective date for the reinstatement. These will **autoupdate** based upon when you enter the reinstatement into the Registry.

![Summary Screen Example](image)

- The Issue Date (a) in this panel is the date this certification was processed and will show in the License panel as the Effective Date (b). This is the date the certificate (EMT card) is issued for the reinstatement.
- The Expiration Date (c) is the last day of the month two (2 years) from the effective date. Reference regulations found in Chapter 2, Section 100081.
- Now click > Save (c).

23. Once you click the SAVE tab in the Summary screen above, you will see an Applicant Approval message for the EMT. Click > OK (a) and you will be returned to the completed EMT record. Continue to Step #24.

![Approval Message Example](image)

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24. Once you return to the updated record, you may notice that the issue date in the License mini panel is different from the issue date when processing the reinstatement in Step 22 during licensing approval. The issue date below (a) is when the Initial application was processed. The License mini panel shows their original EMT certification in the Registry and their current status and dates. For a history, you may click on the Tasks tab in the top right hand corner (b).

25. At this point, the record has been sent to your “Batch Control/ Current” area (on the left hand side of the page and the card is ready to be printed). You may refer to procedure 650-65 on How to Print an EMT Card. Make sure that you choose the option “EMT Initial Card” to find the name of the EMT whose reinstatement card you need to print. If EMSA prints your EMT cards, those will be sent to the certifying entity address provided to EMSA.

The reinstatement has been completely processed.