Subject: Reinstating an Expired EMT Certification

Number: 650-68

Effective Date: 10/26/2020

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.

	Reminders							
Licensing	Reminders for test	ce					1	2
🐓 Reminders 🔷	All Assigned to Me	a 🔘 Only Cre	ated by Me 🗌 Include Inactive/Co	mpleted		Due within 10) days Filt	ter
Reports	Reference	Туре	Description	Due Date	Status	Primary	Created By	_
User Security	No results were found.							
Batch Control								
		a						

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

	Reminders					
Licensing	Reminders for tes	tce				$\hat{\boldsymbol{u}}$
- Edit	All Assigned to Me	e 🔿 Only Crea	ated by Me 🔲 Include Inactive/Co	ompleted		Due within days Filte
Reminder	Reference	Type	Description	Due Date	Status Prin	
Reports	No results were found.					
User Security						
Batch Control						

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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."

	Licensing
Licensing	Person Facility
🕨 - Edit	Profession Certifying Entity License Type EMT License Number
Reminders	License Status All Status> V First Name Middle Name
Reports	Last Name Address Line1 Address Line2
User Security	City State V Zip Code
Batch Control	SSN Address Type General V Licensee Only V

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.

		Licensing					
ă		Person	Facility				00 🖸 🔼
	- Edit	Profession	Certifying Entity 🧹	License Type	EMT 🗸	License Number	
9	Reminders	License Status	<all status=""></all>	First Name		Middle Name	
	Reports			Address Line1		Address Line2	
	User Security	Last Name					
	Batch Control	City		State	v	Zip Code	
		SSN	444335555	Address Type [General 🧹	Licensee Only	
		Licensee - Pe	rson Advanced				
		Search New A	pplicant Search Clear Add Perso	n			

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) <u>EMT</u>. Below is an example of EMT records with the same name:

	a				
Search Results			🛆 🔺 👂	ige 1 of 1 🛛 🔻 🔽	/ UDA
Name / License Type	Address	Subtype	License Number	Hold/Alert Lice	inse Status
Smith, Amanda					
EMT			E061916	Expir	ed -
Smith, Amanda J					
EMT			E106748	Expir	ed
Smith, Amanda N					
EMT			E043800	Expir	ed

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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.**

Licensing		
Person Facility		00 🔼
Profession Certifying Entity 🧹	License Type EMT 🗸	License Number
License Status		

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

Search Results		Page 1 of 1		V V 00				
Name / Lioense Troe	Address/License Address	Bublype	License Number	Hold/Alert	Issue Date	Expiration Data	Lipense Blatus	
Kong, King EMT	1 White Rock Road Rancho Cordova CA 95670 1 White Rock Road Rancho Cordova CA 95570		E157415		09/04/2016	09/30/2018	Expired	
ONG, KINGLY								
EMT			E122067		05/01/2016	08/31/2020	Expired	
Kong, Lisa Y								

		Details	License				Details A
1	Prefac		Lio	ense Type: EMT			
First N	lame: King		Certificatio	n Number: E157415			
Middle N	lame:		Applicant Number: 254196 Status: Expired Date This Status: 09/14/2020				
	lame: Kong						
	Birth: 06/06/1996						
	SSN: 444335555			Changed: Administrat	the Error		
Registration	Code: 32228721			saue Date: 09/04/2015			
				tion Date: 09/30/2018 ctive Date: 09/04/2016			
				ONA DRIE OROATO ID		_	
Prerequisites		A	Background Ch	neck		1	Details 🔿
Full Name	Relationship	Status	CORI Status	Requested By	Date of CC Verif Letter		ATI
Secremento County EMB Avensy	Certified By	Active	EMSA Receiving Sacramento County CORI Report EMS Agency		08/05/2016		TEST
					_		
Requirements	2023	<u>~</u>	Employers for I	License			Setalls A
filame	Status	Date	Employer Name	Start Date P	osition Name	End Da	ta 🛛
	Completed	09/04/2016	No Data				
Certified By							
Certified By		The second se					
Certification Action		Cantaina 🗥	Exam			and the second se	Setalls A
		Start Date End Date	Contraction of the local division of the loc	Exam Type N	esult Code	Exam D	Concession of the local division of the loca

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

Name / License Type	Address/License Address	Subhype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Kong, King EMT	1 White Rock Road Rancho Cordova CA 95670 1 White Rock Road Rancho Cordova CA 95670	Jacovina.	E157415	Interneto	09/04/2016	09/30/2018	Expired
KONG, KINGLY							
EMT			E122067		06/01/2016	08/31/2020	Expired
Kong, Lisa Y							
EMT		1.0	5093202		08/27/2012	07/31/2014	Expland

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

Licensing							
Summary							1 2
Name	Address		License Type		License Number	Licens	e Status
King Kong	1 White Rock Road Cordova CA 95670	Rancho	ЕМТ		E157415	Expire	ed
Reinstatement Application	Information					00	
Professi	on Certifying Entity			License	Туре ЕМТ		
Current License Expiration Da	te 09/30/2018						
Obtained I	Зу		Applica	ation Received I	Date 09/14/2020	•	
			a		Save	Cancel	

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:

Licensing				
Summary				0 3
Name	Address	License Type	License Number	License Status
	1 White Rock Road Rancho Cordova CA 95670	EMT	E157415	Expired
Reinstatement Application In	formation			0 0
Profession	Certifying Entity	License '	Type EMT	
Current License Expiration Date	09/30/2018			
Obtained By	/	Application Received	Date 09/14/2020	- D
				_
	EMT Reinstate/Lapsed <6 months			
	EMT Reinstate/Lapsed >6 but <12 month	hs	Save	Cancel
	EMT Reinstate/Lapsed > 12 months	b		

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

For questions or support, send an email request to <u>mlohelpdesk@emsa.ca.gov</u> using the <u>MLO_HELPDESK_KEYWORDS</u>.

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Licensing					
Summary				1 3	
Name	Address	License Type	License Number	License Status	
	1 White Rock Road Rancho Cordova CA 95670	ЕМТ	E157415	Expired	
Reinstatement Application In	formation			0 3	
Profession	Certifying Entity	License	Type EMT		
Current License Expiration Date	09/30/2018				
Obtained By	EMT Reinstate/Lapsed > 12 months	 Application Received 	Date 09/14/2020		
			Save	Cancel	

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.

Person Facili									
Person Facili Search New Applicant	Search Clear Ide	Rerron							
search new Application	Search Clear Not	areison							
earch Results							Page 1		<u> </u>
lame / License Type	Address/I	License Address ock Road Rancho	Subtype	License Nur	nber	Hold/Alert	Issue Date	Expiration Date	License Status
Kong, King	1 White R Cordova 0								
EMT	00.0070			E157415					Reinstatement
CMI				E107410					Pending
Il Licenses held by - I	Kong, King								00 🗖
icense Type	Address		Sub Type		Licer	nse Number	Hold/Alert	Status	
EMT .		ock Road Rancho			E15	7415		Expired	
EMT	Cordova C	CA 95670			E15	7415		Reinstatement	Pending
<u>.MI</u>					E15	/415		Reinstatement	rending
New Application Ch	eck Fields Deny								
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Person	tr	1	tails 🛆	License	nse Type: I	ЕМТ		Details	
Person			tails 🛆					Details 🛆	
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Person Pref First Nam Middle Nam Last Nam Date of Birt SSI	e: King e: e: Kong h: 06/06/1996 N: 444335555		taits	Lice Certification Applicant Date Th Reason	Number: I Number: Status: I Is Status: I Changed:	E157415 254204 Reinstatement F		Details 🛆	
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- 10. Verify that the Background Check is current and valid with <u>your</u> 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).

Background Che	eck		Details	
CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	∕_ a
EMSA Receiving CORI Report	Sacramento County EMS Agency	08/05/2016	TEST	

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

Summ	nary								100
Name		Address		License Type		License Nu	mber	License S	Status
King K		1 White Rock Road Rancho CA 95670	Cordova	EMT		E157415		Reinstat Pending	ement
Backg	round Check		Date of	f CORI or Verif	ATI	NLI	EMSA N	11	
	CORI Status	Requested By	Date of Letter	f CORI or Verif	ATI Number	NLI Submitted	EMSA N Submitte		NLI Notes
1	EMSA Receiving COR Report	Sacramento County EMS Agency	08/05/2	2016	TEST	09/01/2017			

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

kground Check	0
CORI Status	
Requested By	Background check prior to July 1, 2010 EMSA Receiving CORI Report
Date of CORI or Verif Letter	mm/dd/yyyy
ATI Number	
NLI Submitted	mm/dd/yyyy

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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 <u>at that time</u>. 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** <u>is the option to choose</u> 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)

Background Check CORI Status EMSA Receiving CORI Report Requested By Sacramento County EMS Agency Date of CORI or Verif Letter 09/01/2020 ATI Number Automated Transaction Identifier (ATI) number goes here	Licensing > User Defined Objects	
Requested By Sacramento County EMS Agency Date of CORI or Verif Letter 09/01/2020	Background Check	j 🤊 🗖
	Requested By Date of CORI or Verif Letter ATI Number	Sacramento County EMS Agency ✓ 09/01/2020 IIII ▼ Automated Transaction Identifier (ATL) number goes here
NLI Submitted		

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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.

Summa	ту						
Name		Address		License Type	License Numbe	Er License	Status
King Kor	ng	1 White Rock Road CA 95670	Rancho Cordova	EMT	E157415	Reinsta Pending	tement
Backgro	ound Check CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	NLI Submitted	EMSA NLI Submitted	() (NLI Notes
1	EMSA Receiving CORI Report	Sacramento County EMS Agency	08/05/2016	TEST	09/01/2017		
2	EMSA Receiving CORI Report	Sacramento County EMS Agency	09/01/2020	Automated Transaction Identifier (ATI) number goes			

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.

Employers for L			Details
Employer Name	Start Date	Position Name	End Date
No Data			

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

Prerequisites			^
Full Name	Relationship	Status	
Sacramento County EMS Agency	Certified By	Active	
			~
Requirements		Details	
Name	Status	Date	
Certified By	Completed	09/04/2016	
Application Complete and Signed	Unchecked		
\$75 Fee Collected	Unchecked		
DOJ and FBI CORI Received	Unchecked		
48 Hours of CE	Unchecked		
Skills Competency Form Submitted	ⁿ Unchecked		
Current NREMT/AEMT /Paramedic	Unchecked		

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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 List R	equirements								
	Summary									00
[Name		Address		Lice	ense Ty	pe	Lice	nse Number	License Status
	King Kong		1 White Rock Road CA 95670	Rancho Cor	dova EM	п		E15	57415	Reinstatement Pending
ļ	Requirements									00
_ I		Requirement		Stat			Date	_	Changed By	
		Certified By			npleted		09/04/2016		testce	
		Application Cor	nplete and Signed	Unc	hecked					
		\$75 Fee Collect	ed.	Unc	hecked					
		DOJ and FBI CO	RI Received	Unc	hecked					
1		48 Hours of CE		Unc	hecked					
		Skills Compete	ncy Form Submitted	Unc	hecked					
		Current NREMT	AEMT/Paramedic	Unc	hecked					
	Completed	Incomplete U	nchecked							

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.

For questions or support, send an email request to <u>mlohelpdesk@emsa.ca.gov</u> using the <u>MLO_HELPDESK_KEYWORDS</u>.

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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).

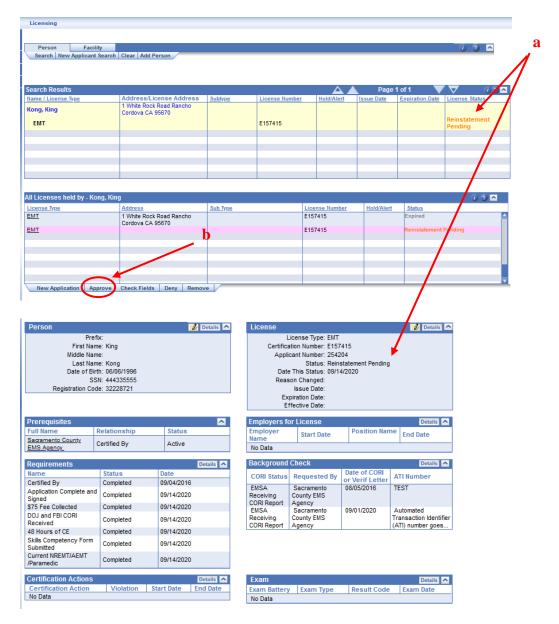
Name			Address			License Ty	00	Lie	ense Number	License Status
	Kong		1 White Rock Road CA 95670	Ranch	o Cordova	EMT	he		57415	Reinstatement Pending
equi	irement	s								00
		Requirement			Status		Date		Changed By	
		Certified By			Completed		09/04/2016		testce	
\checkmark	2	Application Com	plete and Signed		Unchecked					
	ı	\$75 Fee Collecte	<u>bi</u>		Unchecked					
	ı	DOJ and FBI COR	Received		Unchecked					
	2	48 Hours of CE			Unchecked	1				
	2	Skills Competer	ncy Form Submitted		Unchecked					
	2	Current NREMT/	AEMT/Paramedic		Unchecked					
-										
Co	mpleted	Incomplete Un	checked							

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). <u>Next you must click the MAKE COMPLETE tab (b) at the bottom of the checklist.</u> This is commonly forgotten and will thwart the approval process. Finally, click Back (c) to get the approve tab.

ame	Address		License Type	License Number	License Status
ing Kong	1 White Rock Road CA 95670	Rancho Cordova	EMT	E157415	Reinstatement Pending
quirements					1 3
Requirer		Status	Date	Changed By	
Certified		Complete		testce	
	on Complete and Signed	Complete		testce	
2 10 10 10 10 10 10 10 10 10 10 10 10 10	Collected	Complete	09/14/2020	testce	
DOJ and	FBI CORI Received	Complete	09/14/2020	testce	
48 Hours	of CE	Complete	09/14/2020	testce	
Skills Co	mpetency Form Submitted	Complete	09/14/2020	testce	
Current	NREMT/AEMT/Paramedic	Complete	09/14/2020	testce	
Make Complete Cor	npleted Incomplete Unch	ecked			

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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 <u>not yet been approved</u>. Click the Approve tab (b).

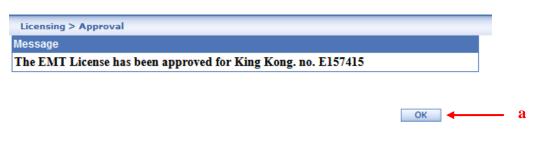


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22. A summary screen will appear next showing the issue date, expiration date and effective date for the reinstatement. These will **autopopulate** based upon when you enter the reinstatement into the Registry.

Licensing > Approval				
Summary				0 🛈
Name	Address	License Type	License Number	License Status
King Kong	1 White Rock Road Rancho Cordova CA 95670	ЕМТ	E157415	Reinstatement Pending
License Activation	03			
d Issue Date 0	9/14/2020	—— a		
Expiration Date 0	9/30/2022	b		
Effective Date 0	9/14/2020	c		
Save Cancel				

- The Issue Date (a) in <u>this</u> panel is the date <u>this</u> 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.



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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 <u>Initial application</u> 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).

Licensing								
Person	Facility	Clear Add Person						0 3 🗠
Search New	v Applicant Search	Clear Add Person						
Search Result	Its					Page	1 of 1 🔍	7 00-
Name / License		Address/License Address	Subtype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Kong, King		1 White Rock Road Rancho						
		Cordova CA 95670 1 White Rock Road Rancho						
EMT		Cordova CA 95670		E157415		09/04/2016	09/30/2022	Active
		-				-		
Person		🚺 Details	Licer			1	etails	
	Prefix:			License Type: EM				
	First Name: King			rtification Number: E1 Applicant Number: 25-				
	Last Name: Kong			Status: Ad				
	te of Birth: 06/06			Date This Status: 09/				
	SSN: 44433	35555		Reason Changed: Rei	instatement			
Registrat	tion Code: 32228	3721		Issue Date: 09/				
				Expiration Date: 09/				
				Effective Date: 09/	14/2020			

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 <u>reinstatement card you need to print</u>. If EMSA prints your EMT cards, those will be sent to the certifying entity address provided to EMSA.

The reinstatement has been completely processed.