

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Renewing an EMT/AEMT Certification	Number: 650-58
Effective Date: 10/23/2020	

PURPOSE:

To provide instructions on the process to renew the EMT/AEMT certification.

REGULATION GUIDANCE:

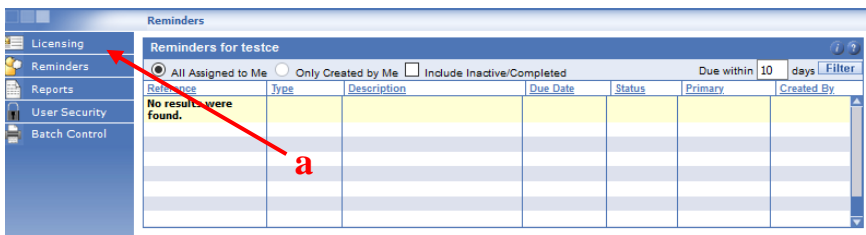
According to Section 100344 of Chapter 10, a certifying entity is required to enter recertification into the Registry for each certification applicant no later than 14 calendar days from the date the applicant successfully meets the recertification requirements.

REFERENCE:

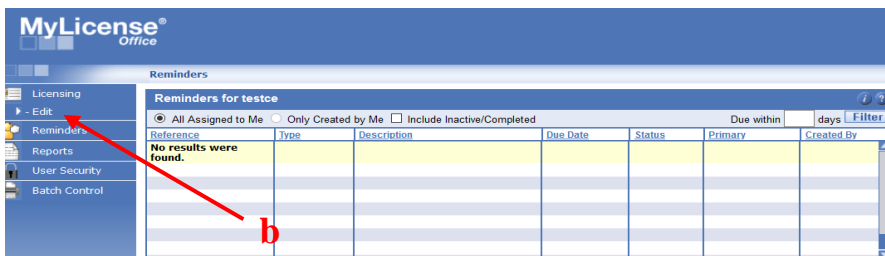
- Chapter 10: California EMT Central Registry, Section 100344
- Chapter 2: EMT Recertification Requirements, Section 100080
- Chapter 3 AEMT Recertification Requirements, Section 100124
- EMT Certification Requirements and Fees chart
- EMT Eligibility, Recertification and Expiration Cycles chart
- Procedure 650-65 How to Print an EMT Card
- Procedure 650-80 Unarchiving an EMT Record
- Procedure 650-82 Creating or Searching an Alias – Name Change
- Procedure 650-84 Changing an Expiration Date
- Procedure 650-67 Synchronizing Expiration Dates

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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- 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.*”

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

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

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
<u>EMT</u>			E061916		Expired
Smith, Amanda J					
EMT			E106748		Expired
Smith, Amanda N					
EMT			E043800		Expired

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- 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). Use the **Search** tab NOT the New Applicant Search tab which is used for initial applications. 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.**

- Once you find the correct EMT/AEMT to renew, the individual's record will open as shown below:

Search Results

Name / License Type	Address/License Address	Subtype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Kong, King EMT	1 White Rock Road Rancho Cordova CA 95670		E157415		09/04/2016	09/30/2022	Active
KONG, KINGLY EMT	1 White Rock Road Rancho Cordova CA 95670		E122067		06/01/2016	08/31/2020	Expired
Kong, Lisa Y EMT			5602302		08/27/2013	07/31/2014	Expired

Person

Prof: Certifying Entity
 License Status: <All Status>
 Last Name: King
 City: Cordova
 SSN: 444335555
 Address Type: General

License

License Type: EMT
 Certification Number: E157415
 Applicant Number: 234196
 Status: Active
 Date This Status: 09/14/2020
 Reason Changed: Reinstatement
 Issue Date: 09/04/2016
 Expiration Date: 09/30/2022
 Effective Date: 09/14/2020

Prerequisites

Full Name	Relationship	Status
Sacramento County EMS	Certified By	Active

Requirements

Name	Status	Date
DOJ and FBI CORI Received	Unchecked	
Application Complete and Signed	Unchecked	
Appropriate Fees Collected	Unchecked	
24 hours of CE	Unchecked	
Skills Competency Form Submitted	Unchecked	
Current CA EMT Certification	Unchecked	

Background Check

CORI Status	Requested By	Date of CORI or Viol Letter	ATI Number
EMISA Receiving CORI Report	Sacramento County EMS Agency	09/06/2016	TEST
EMISA Receiving CORI Report	Sacramento County EMS Agency	09/01/2020	Automated Transaction Identifier (ATI) number goes...

Employers for Licensee

Employer Name	Start Date	Position Name	End Date
No Data			

Exam

Exam Battery	Exam Type	Result Code	Exam Date
No Data			

Aliases

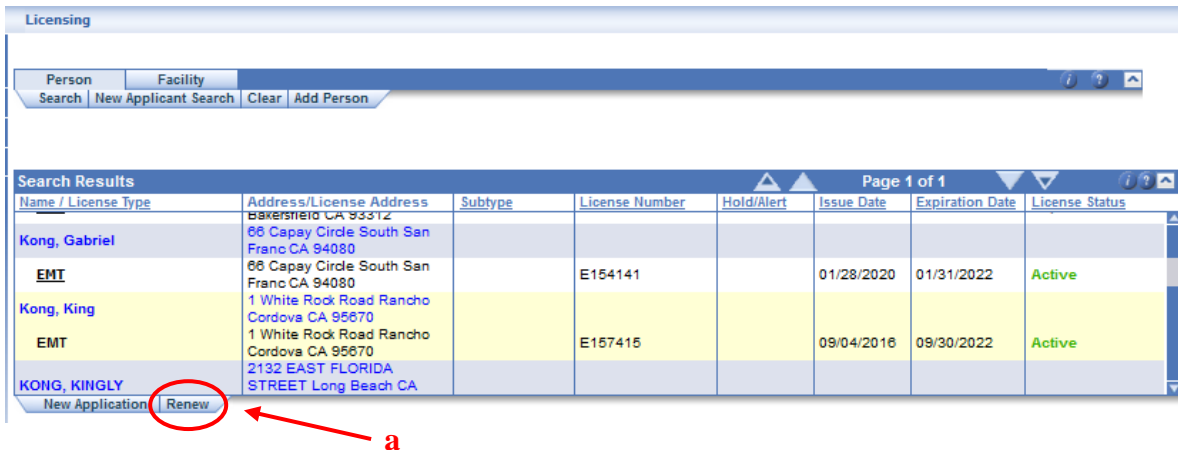
Last Name	First Name	Alias Type	Date Changed
No Data			

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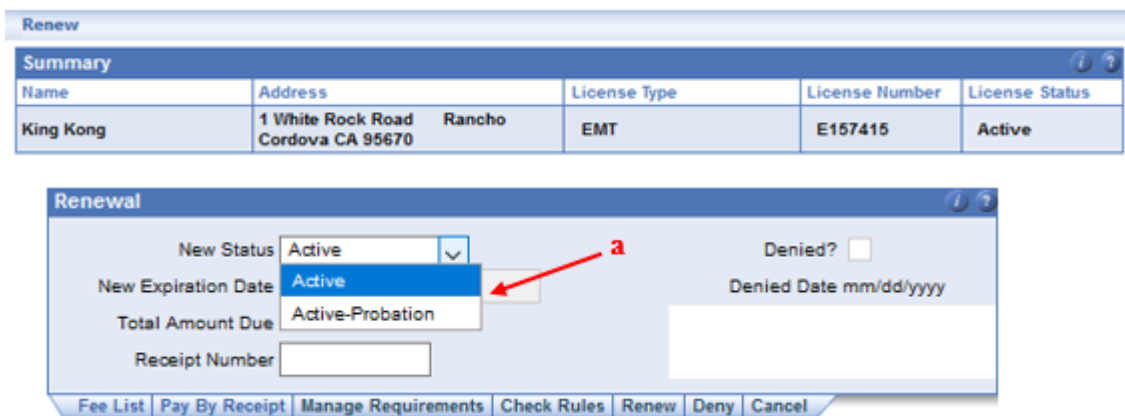
7. Below the Search Results mini-panel in Licensing, click on the “renew” tab (a). If you do not see a Renew tab, send a helpdesk request to mlohelpdesk@emsa.ca.gov with the E#, name and request. MLO generates renew tabs one year into the current cycle. EMSA staff can generate Renew tabs early if needed.



8. Once you click the Renew tab, you will see the Renew Screen and Summary as shown in the screenshot below.

On this page:

- Leave the New Status field set to “Active,” unless they are on probation. You have the dropdown option of *Active-Probation* (a) here as well.



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- **The new expiration date (b)** will auto populate based upon the current cycle for EMTs. For AEMTs, you will need to fill in the correct expiration date as the system currently does NOT auto populate (c).

For EMTs:

The screenshot shows a 'Renewal' form with the following fields: 'New Status' (Active), 'New Expiration Date' (09/30/2024), 'Total Amount Due' (\$0.00), and 'Receipt Number'. A red arrow labeled 'b' points to the 'New Expiration Date' field. The 'Manage Requirements' tab is circled in red.

For AEMTs:

The screenshot shows a 'Renewal' form with the following fields: 'New Status' (Active), 'New Expiration Date' (empty), 'Total Amount Due' (\$0.00), and 'Receipt Number'. A red arrow labeled 'c' points to the 'New Expiration Date' field. The 'Manage Requirements' tab is circled in red.

- Leave "Receipt Number" blank.
- Do not check the Denied box to the right if you are processing a renewal.
- Click the "Manage Requirements" tab on the renewal mini-panel.

Important Note: If the EMT is renewing greater than 6 months from their current expiration, the dates will need to be changed by EMSA staff to comply with regulation, upon completion of the certification and prior to printing the EMT card. Send a helpdesk request to mlohelpdesk@emsa.ca.gov using the [MLO Helpdesk Keywords](#) and procedure #650-84 Changing an Expiration Date found in the Reference section on page one.

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9. Once the Manage Requirements button is clicked, this is the next screen you will see:

Check List Requirements

Summary				
Name	Address	License Type	License Number	License Status
King Kong	1 White Rock Road Cordova CA 95670	Rancho EMT	E157415	Active

Requirements				
Requirement	Status	Date	Changed By	
<input type="checkbox"/> <u>DOJ and FBI CORI Received</u>	Unchecked			
<input type="checkbox"/> <u>Application Complete and Signed</u>	Unchecked			
<input type="checkbox"/> <u>Appropriate Fees Collected</u>	Unchecked			
<input type="checkbox"/> <u>24 hours of CE</u>	Unchecked			
<input type="checkbox"/> <u>Skills Competency Form Submitted</u>	Unchecked			
<input type="checkbox"/> <u>Current CA EMT Certification</u>	Unchecked			

Completed | Incomplete | Unchecked

10. Check off all the boxes in the requirements checklist for renewal shown in the screenshot below (a), as each requirement must be complete prior to processing the renewal:

- DOJ and FBI CORI Received - If the Live Scan is still current with your certifying entity or you obtained a new Live Scan due to the EMT changing certifying entities to your agency, check this box. Once you have renewed the EMT, follow Steps #13-17 to enter the new Live Scan information in the Background Check mini panel.
- Application Complete and Signed - When the EMT submits a completed application, you will check the 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.
- 24 Hours of CE - If the person has completed the required hours of CE, check that box.
- Skills Competency Form Submitted - If the person has completed the skills competency verification form, check that box.
- Current CA EMT Certification - If you verified that the EMT has an active, current CA EMT certification, check this box.

If any requirements above were not met, the renewal should not be processed until all requirements ARE met.

At the bottom of the screen shown below, click the Completed tab (b) and then click Back (c).

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Check List Requirements

Summary i ?

Name	Address	License Type	License Number	License Status
King Kong	1 White Rock Road Cordova CA 95670	Rancho EMT	E157415	Active

Requirements i ?

	Requirement	Status	Date	Changed By
<input checked="" type="checkbox"/>	DOJ and FBI CORI Received	Unchecked		
<input checked="" type="checkbox"/>	Application Complete and Signed	Unchecked		
<input checked="" type="checkbox"/>	Appropriate Fees Collected	Unchecked		
<input checked="" type="checkbox"/>	24 hours of CE	Unchecked		
<input checked="" type="checkbox"/>	Skills Competency Form Submitted	Unchecked		
<input checked="" type="checkbox"/>	Current CA EMT Certification	Unchecked		

Completed
Incomplete
Unchecked

Back

Important Note: If you time out or take a break from the process of renewing at any point, you will go back into Licensing, find the EMT again, click the Renew tab, click Manage Requirements and complete the checklist if needed, click the Completed tab again and then click Back to continue the process.

- Once you click Back in the Requirements mini panel, **the Renewal screen will appear again**. Click the Renew tab this second time (a):

Renew i ?

Summary i ?

Name	Address	License Type	License Number	License Status
King Kong	1 White Rock Road Cordova CA 95670	Rancho EMT	E157415	Active

Renewal i ?

New Status: Active

New Expiration Date: 09/30/2024

Total Amount Due: \$0.00

Receipt Number:

Denied?

Denied Date mm/dd/yyyy

Renew
Deny
Cancel

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If any requirements were not met OR the background check has missing information, an error code may appear, or you may be asked to check for missing requirements. You can choose the “Check Rules” tab to see what might be missing and then make the correction.

12. Once the record has been renewed, you will be returned to the Search Results screen and the updated EMT record. A few more steps and the process will be complete!
 - Verify that the Live Scan is with your agency and documented in the Background Check mini panel. If not, follow steps #13-17 to add this information. If it is accurately documented, go to Step 18 to continue.

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

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




14. This will open the background check mini panel so that you may add the Live Scan information. Then click Add (a).

Summary				
Name	Address	License Type	License Number	License Status
King Kong	1 White Rock Road Rancho Cordova CA 95670	EMT	E157415	

Background 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		

Add
Back

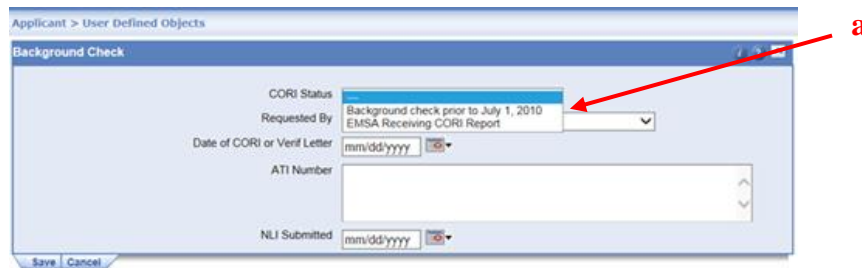


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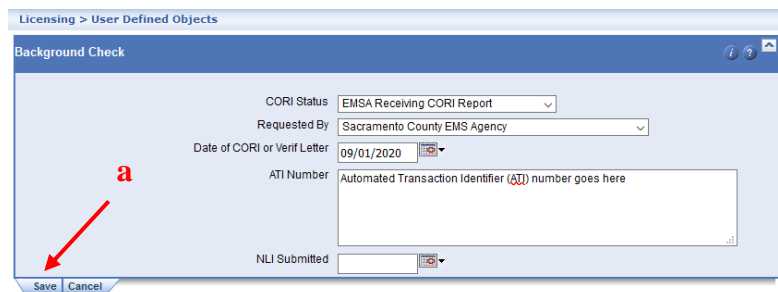
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15. The Background Check mini panel will open – this is where certifying entities log receipt of CORIs as required by regulation.



- 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.
- 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 is the Automated Transaction Identifier; it can be found 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.

16. Below is an example of what should be filled in on the background check mini panel for a renewing EMT that has changed certifying agencies. 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).

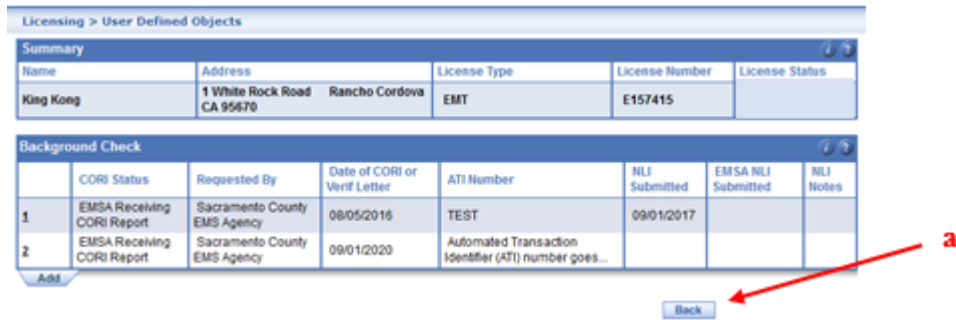


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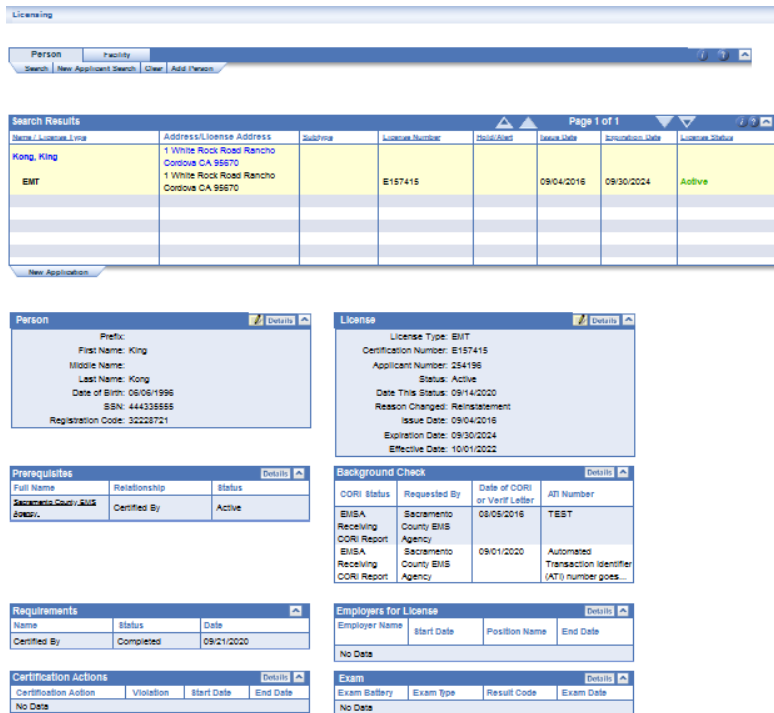
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17. This is the screen you will see once you have entered all necessary background check information. Click >Back (a) to continue.



18. In the EMT record once again, verify the effective and expiration dates for accuracy. The new expiration date will auto populate for EMTs based upon the current cycle. If the EMT is renewing greater than six months from their current expiration, the dates will need to be changed by EMSA staff to comply with regulation. See the example in Step #19. For AEMTs, verify that the dates are there and correct.

For all corrections: send an email to: mlohelpdesk@emsa.ca.gov using the [MLO Helpdesk Keywords](#) and procedure 650-84 found in the Reference section on page one.



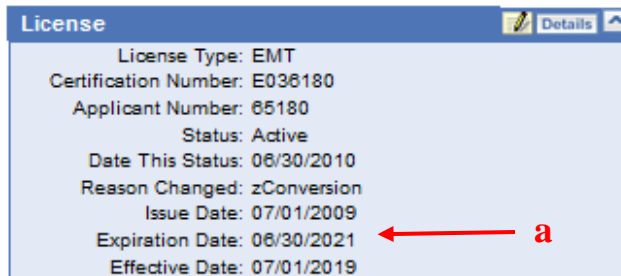
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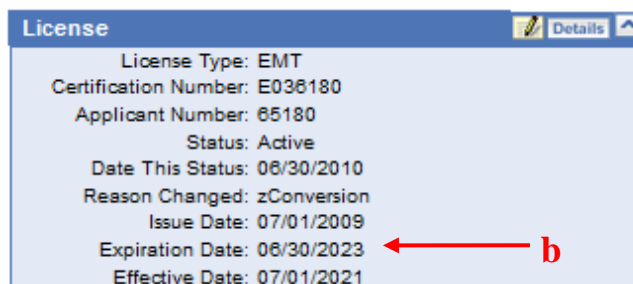
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19. Renewing greater than six months from the expiration date requires a few extra steps. Procedures #650-84 Changing an Expiration Date and #650-67 Synchronizing Expiration Dates will assist you with this process. Below is an **example** of renewing an EMT or AEMT greater than six months:

- A renewal was processed on 9/21/2020. The prior expiration was 6/30/2021 (a).



- When renewed, the system auto populated the effective and expiration dates to the same cycle in MLO but two years further out (b).
 - This occurs because the renewal was done GREATER THAN 6 months from the EMTs current expiration of 6/30/2021 and the MLO system does not interface with regulations. Regulations state:
 - The effective date is the day the certificate is issued
 - The certification will expire the last day of the month two (2) years from the effective date.
 - A helpdesk ticket with the subject line "Correction" should be submitted to the mlohelpdesk@emsa.ca.gov following procedure #650-84 on page one. If EMSA prints cards for your agency, you will want to submit the request right away so that an erroneous card is not printed/mailed to your office. If there will be a delay in submitting or receiving the date change, you will want to connect with EMSA staff that print your cards and alert them to hold on those that need date revisions.

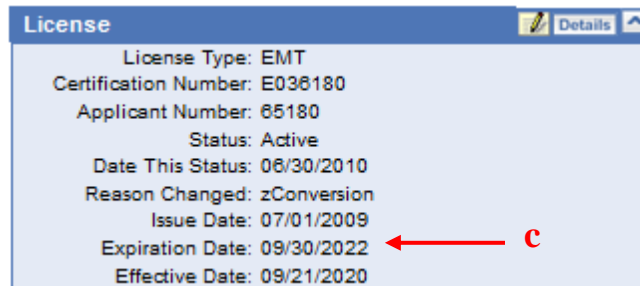


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- Once a helpdesk ticket was submitted by the certifying entity, EMSA corrected the dates to reflect the accurate and compliant effective and expirations dates as shown below (c).



- **Renewing within 6 months of current expiration date**
 - If the EMT had renewed WITHIN 6 months of his current expiration, a helpdesk ticket would not be required because the Central Registry will auto populate the correct dates.

20. 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). Make sure that you choose the option "EMT Renewal Card" to find the name of the EMT whose card you need to print.

- You may refer to procedure 650-65 on How to Print an EMT Card.
- If EMSA prints your EMT cards, those will be sent to the certifying entity address provided to EMSA.

The renewal has been completely processed.