CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Documenting LEMSA Denial of an Initial Application Number: 650-52

Effective Date: 5/18/2020

PURPOSE:

To document that an applicants' criminal history has been reviewed and that a decision to deny the request for certification has been issued by a LEMSA Medical Director.

POLICY:

If an applicant is being denied <u>without prejudice</u>, this should be documented in the Registry as a withdrawn application with the reason (such as abandoned application). Follow the procedure #650-66 found in the Reference below to remove/withdraw applications. Denied with prejudice applications will show in the public look up with certification actions. Denied without prejudice applications will show in the public look up as a withdrawn application. Those applications do not require a 12 month wait to reapply.

REGULATION GUIDANCE:

A prospective EMT or Advanced EMT applicant whose application was denied by a LEMSA Medical Director shall not be eligible for EMT or AEMT certification by any other certifying entity for a period of at least 12 months from the effective date of the denial.

Documentation of certification denial must be entered into the registry within 3 working days of the notice of certification action pursuant to Cal. Code of Regs., Title 22, Div. 9, Chapter 10, § 100344 (e).

REFERENCE:

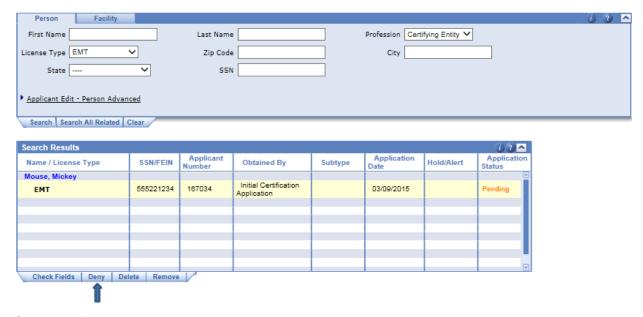
- Cal. Code of Regs., Title. 22, Div. 9, Chapter. 6, § 100214.3 (c)(1)-(9) (Denial of Certification)
- Procedure 650-51 Placing and Releasing an Alert in the Central Registry
- Procedure 650-56 Creating an Initial Application
- Procedure 650-66 Removing a Pending Application

PROCEDURE:

In the left column of the Central Registry under Licensee click >Edit to begin a search for the EMT record using the social security number.

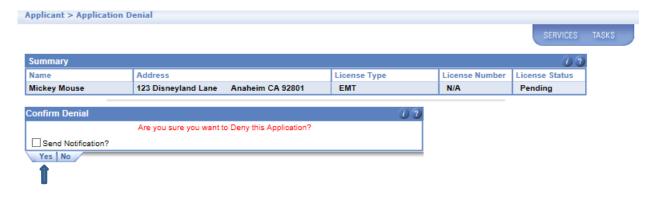


If the search does not provide an EMT record, then you will need to create an initial application in the Applicant > create module.



Click the "Deny" tab

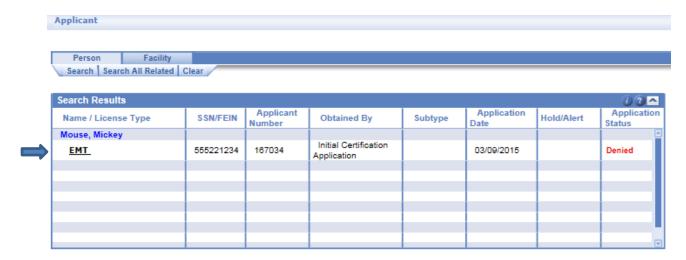
Click the "Yes" tab to confirm the application denial.



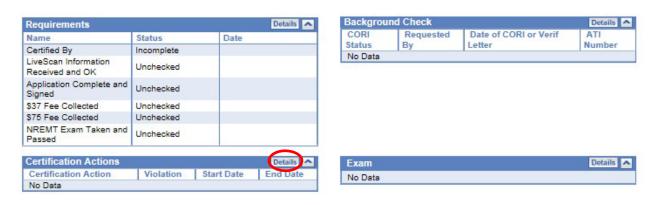
Click "OK"



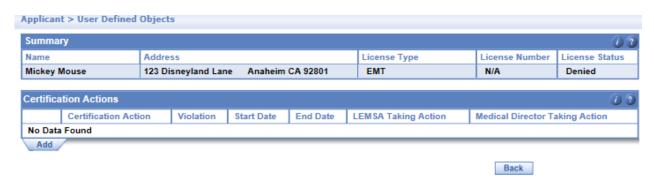
The application now reflects the denial. Click the underlined <u>EMT</u> record to document the certification action.



Scroll down to the Certification Actions panel, and click the "Details" button.

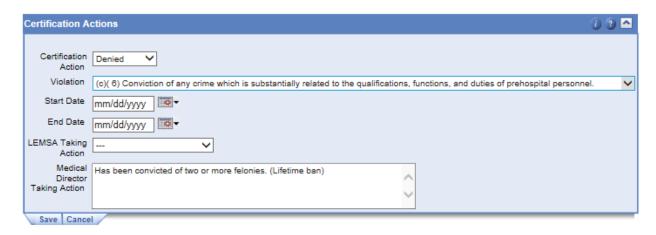


Click the "Add" tab.

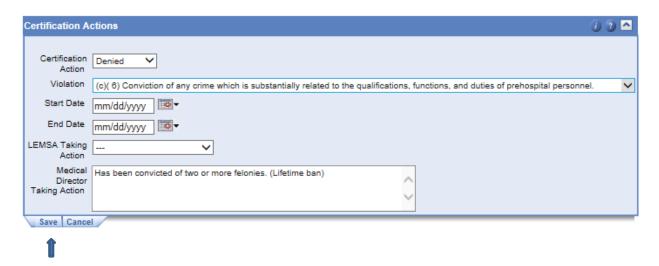


- Using the Certification Action dropdown, select "Denied"
- In the Violation dropdown, select the violation that applies.
- Enter the start date, which is the effective date of the denial.
- Leave the end date blank. An applicant may reapply after 12 months from the denial effective date, pursuant to 100214.3 (h).

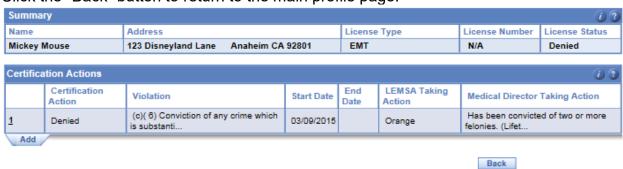
Select the LEMSA taking action name using the dropdown.



A LEMSA may note additional violations in this panel. Insert notes if desired to describe the reason for the denial. Click the "Save" tab.



Click the "Back" button to return to the main profile page.



The denial is now completely recorded in the central registry and may be viewed by any certifying entity.