

**PROCEDURE & TASK MANUAL:  
CENTRAL REGISTRY PROGRAM**

<b>SUBJECT: Updating Paramedic License Accreditation</b>	<b>Policy #: XXX</b> <b>Procedure #: XX</b>
<b>Effective Date: 8/24/2022</b>	

**PURPOSE:** To provide instructions and regulation references for recording or updating an Accreditation status on a Paramedic License profile in the MyLicenseOffice (MLO) Central Registry.

**\*\*NOTE:** For a Certifying Entity user to update Paramedic Accreditation you must be logged in as a Specialty User (SpecUser). To gain SpecUser access please submit a ticket to [mlohelpdesk@emsa.ca.gov](mailto:mlohelpdesk@emsa.ca.gov) with the key word subject line: New User, and the appropriate form for requesting User permissions.

**REGULATION GUIDANCE:**

According to §[100166](#) (j) of Chapter 4, a LEMSA has twenty (20) working days from the date of approval to submit the names and dates of paramedic licensee(s) who obtain local accreditation to EMSA. Accreditation shall remain continuous, meaning no expiration date shall be recorded in the Central Registry, if the paramedic maintains continuous licensure and continues to meet local requirements (§[100166](#)(g)).

**\*\*NOTE:** An expiration date is only required when a paramedic licensee's license expires, or when they become accredited with a new LEMSA.

**REFERENCE:**

- Chapter 4: Emergency Medical Technician-Paramedic, §[100142](#), §[100166](#)

**PROCEDURE:**

Within twenty (20) working days of LEMSA Accreditation, the LEMSA must update the Central Registry, via MLO, allowing EMSA, LEMSAs, and the public to view the most accurate Accreditation information for each paramedic license. An expiration date should not be entered in MLO at the time of initial accreditation. Accreditation is continuous while a paramedic maintains their license and continues to meet the requirements identified in §[100166](#).

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### TASKS:

#### 1. Recording Initial Accreditation in MLO

Within twenty (20) working days of LEMSA Accreditation, the LEMSA must update the Central Registry, via MLO. This update must include an issue date but should not include an expiration date due to the association of accreditation approval with a continuously maintained, active paramedic license.

#### 2. Recording Accreditation Expiration Due to Paramedic License Expiration

When a paramedic license expires, any associated LEMSA accreditation, also expires pursuant to Chapter 4., Article 5. Licensure, §[100166](#). The accrediting LEMSA must add the expiration date to the accreditation record. If an expiration date was already recorded, the LEMSA shall ensure the expiration is updated to match the actual expiration date of the paramedic license.

#### 3. Recording Accreditation After Paramedic Reinstatement & Accreditation Approval

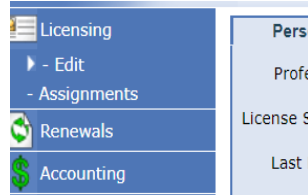
Within twenty (20) working days of reinstating a paramedic license accreditation, the LEMSA must update the Central Registry, via MLO, with a new accreditation record. It must include the new/reinstatement issue date, to ensure the Central Registry public lookup accurately displays the reinstated accreditation and any gap in accreditation approvals.

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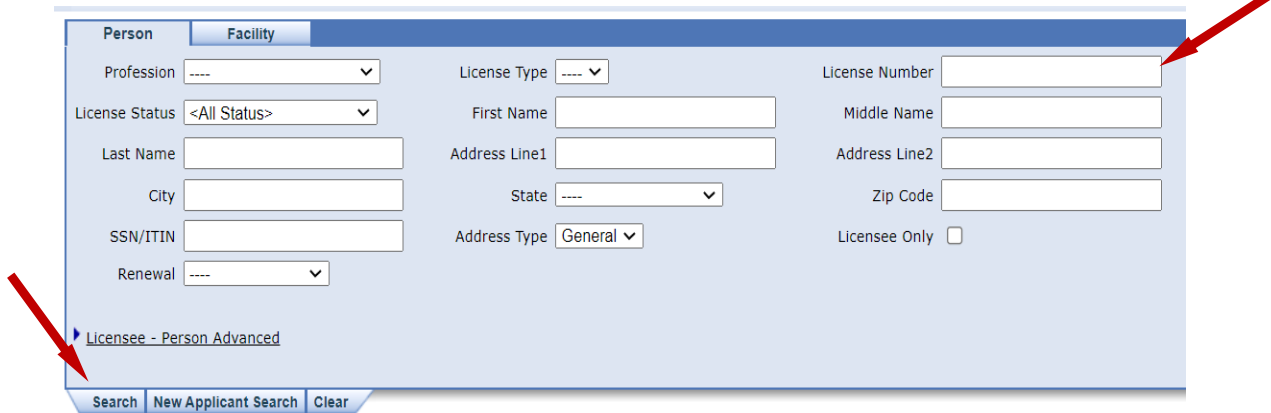
## TASK #1: Recording Initial Accreditation in MLO

Within twenty (20) working days of LEMSA Accreditation, the LEMSA must update the Central Registry, via MLO. This update must include an issue date but should not include an expiration date due to the association of accreditation approval with a continuously maintained, active paramedic license.

1. In the left column of the Central Registry (“Menu” panel), click ‘Licensee’, then click ‘Edit’.



2. Locate the paramedic licensee’s record by entering their P# in the “License Number” field, then click “Search”.



Person Facility

Profession ---- License Type ---- License Number [ ]

License Status <All Status> First Name [ ] Middle Name [ ]

Last Name [ ] Address Line1 [ ] Address Line2 [ ]

City [ ] State ---- Zip Code [ ]

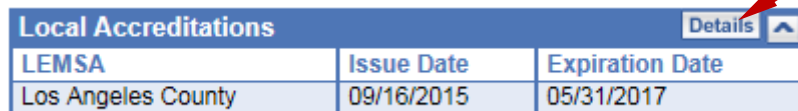
SSN/ITIN [ ] Address Type General Licensee Only

Renewal ----

Licensee - Person Advanced

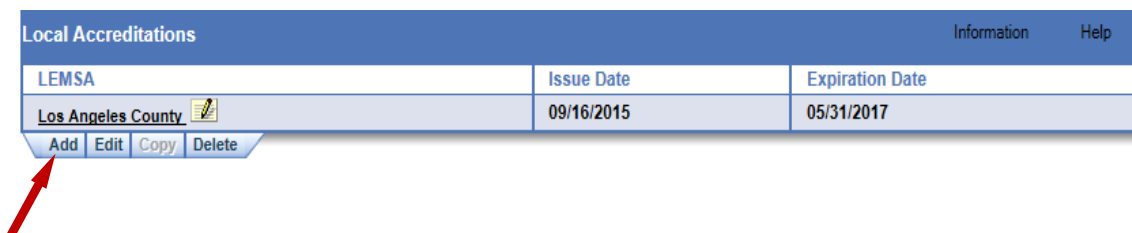
Search New Applicant Search Clear

3. In the paramedic license record, locate the “Local Accreditations” mini-panel and click the “Details” button.



Local Accreditations			Details
LEMSA	Issue Date	Expiration Date	
Los Angeles County	09/16/2015	05/31/2017	

4. Click the “Add” tab to add a new Accreditation record.



Local Accreditations			Information	Help
LEMSA	Issue Date	Expiration Date		
Los Angeles County	09/16/2015	05/31/2017		

Add Edit Copy Delete

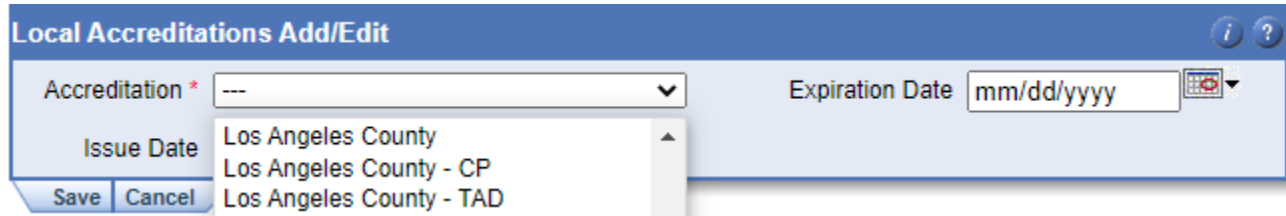
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- Click the drop-down arrow on the “Accreditation” field.



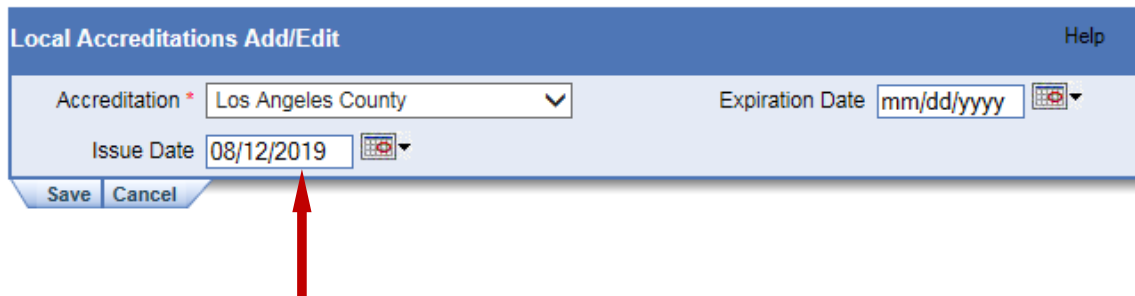
The screenshot shows the 'Local Accreditations Add/Edit' form. The 'Accreditation' field is a drop-down menu currently showing '---'. A red arrow points to the drop-down arrow on the right side of this field. Other fields include 'Issue Date' (mm/dd/yyyy), 'Expiration Date' (mm/dd/yyyy), and 'Save' and 'Cancel' buttons at the bottom left.

- Select the appropriate Agency name.



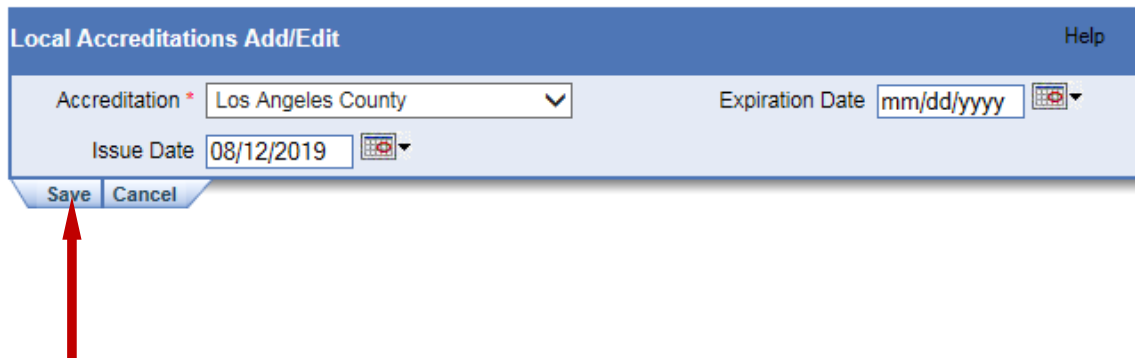
The screenshot shows the 'Local Accreditations Add/Edit' form with the 'Accreditation' dropdown menu open. The menu lists three options: 'Los Angeles County', 'Los Angeles County - CP', and 'Los Angeles County - TAD'. A red arrow points to the 'Los Angeles County' option. The 'Issue Date' field is empty, and the 'Expiration Date' field is mm/dd/yyyy. 'Save' and 'Cancel' buttons are visible at the bottom left.

- Enter the effective date in the “Issue Date” field.



The screenshot shows the 'Local Accreditations Add/Edit' form. The 'Accreditation' field now displays 'Los Angeles County'. The 'Issue Date' field contains the date '08/12/2019'. A red arrow points to the 'Issue Date' field. The 'Expiration Date' field is mm/dd/yyyy. 'Save' and 'Cancel' buttons are at the bottom left.

- Click the “Save” button.



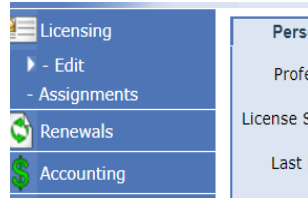
The screenshot shows the 'Local Accreditations Add/Edit' form with all fields filled: 'Accreditation' is 'Los Angeles County', 'Issue Date' is '08/12/2019', and 'Expiration Date' is mm/dd/yyyy. A red arrow points to the 'Save' button at the bottom left.

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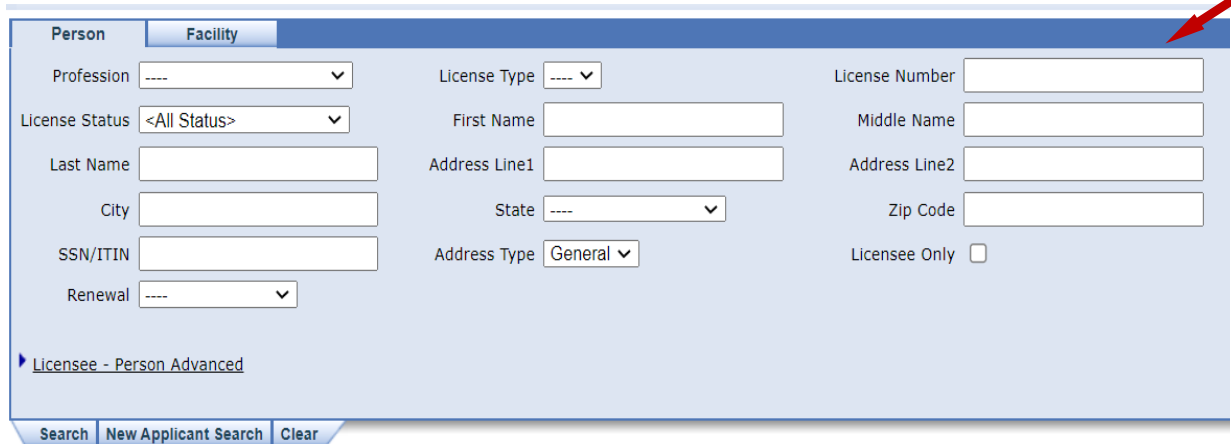
## TASK #2: Recording Accreditation Expiration Due to Paramedic License Expiration

When a paramedic license expires, any associated LEMSA accreditation, also expires pursuant to Chapter 4., Article 5. Licensure, §100166. The accrediting LEMSA must add the expiration date to the accreditation record. If an expiration date was already recorded, the LEMSA shall ensure the expiration is updated to match the actual expiration date of the paramedic license.

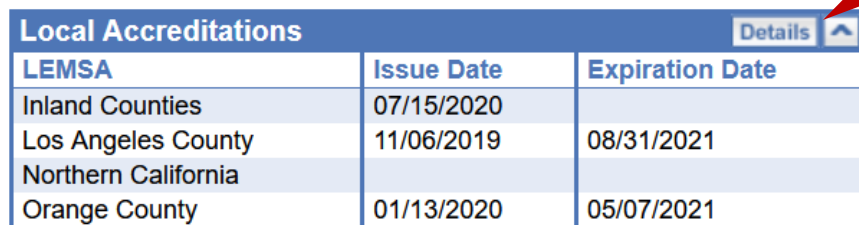
1. In the left column of the Central Registry (“Menu” panel), click ‘Licensee’, then click ‘Edit’.



2. Locate the paramedic licensee’s record by entering their P# in the “License Number” field, then click “Search”.

A screenshot of the Central Registry search form. The form is titled 'Person' and 'Facility'. It contains several fields: Profession (dropdown), License Type (dropdown), License Number (text input), License Status (dropdown), First Name (text input), Middle Name (text input), Last Name (text input), Address Line1 (text input), Address Line2 (text input), City (text input), State (dropdown), Zip Code (text input), SSN/ITIN (text input), Address Type (dropdown), and Renewal (dropdown). There is a 'Licensee Only' checkbox. At the bottom, there are buttons for 'Search', 'New Applicant Search', and 'Clear'. A red arrow points to the 'Search' button.

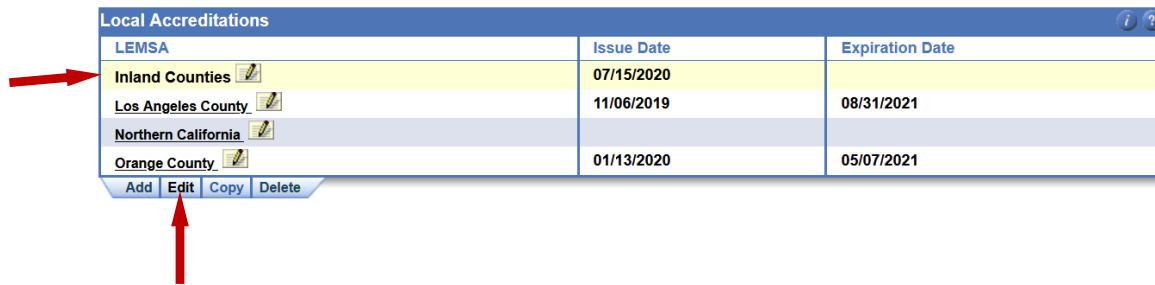
3. In the paramedic license record, locate the “Local Accreditations” mini-panel and click the “Details” button.

A screenshot of the 'Local Accreditations' mini-panel. It features a table with columns for 'LEMSA', 'Issue Date', and 'Expiration Date'. A 'Details' button with an upward arrow is located at the top right of the table. A red arrow points to the 'Details' button.

LEMSA	Issue Date	Expiration Date
Inland Counties	07/15/2020	
Los Angeles County	11/06/2019	08/31/2021
Northern California		
Orange County	01/13/2020	05/07/2021

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4. Locate the correct accreditation record and click the **bold/underlined** agency name to select the line, then the “Edit” tab.

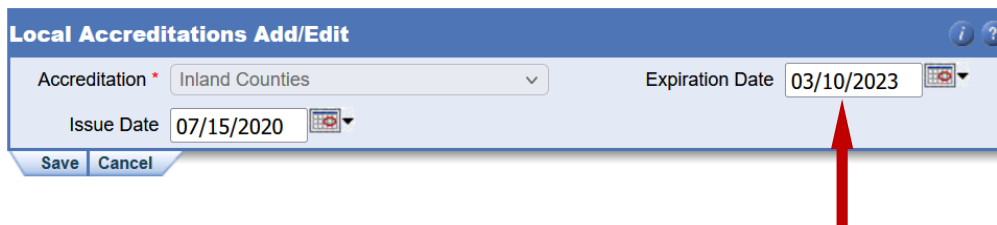


Local Accreditations		
LEMSA	Issue Date	Expiration Date
<b><u>Inland Counties</u></b>	07/15/2020	
Los Angeles County	11/06/2019	08/31/2021
Northern California		
Orange County	01/13/2020	05/07/2021

Buttons: Add, Edit, Copy, Delete

**\*\*NOTE:** If no accreditation record is listed, please confirm you are in the correct paramedic licensee record. If in the correct licensee record, the absence of a accreditation record means the initial accreditation was not recorded within twenty (20) days of initial approval, per § [100166](#). You must reconcile the oversight by clicking the “Add” tab to record the accreditation record, including the original issue date of *initial* accreditation.

5. Record the expiration date.



Local Accreditations Add/Edit

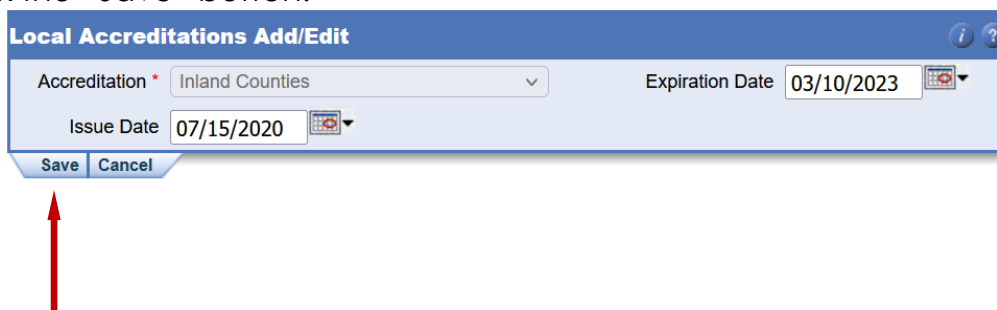
Accreditation \* Inland Counties

Issue Date 07/15/2020

Expiration Date 03/10/2023

Buttons: Save, Cancel

6. Click the “Save” button.



Local Accreditations Add/Edit

Accreditation \* Inland Counties

Issue Date 07/15/2020

Expiration Date 03/10/2023

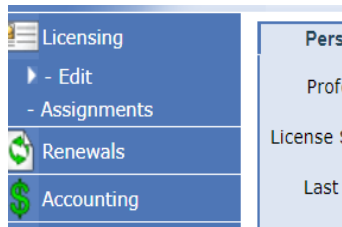
Buttons: Save, Cancel

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## TASK #3: Recording Accreditation After Paramedic Reinstatement & Accreditation Approval

Within twenty (20) working days of reinstating a paramedic license accreditation, the LEMSA must update the Central Registry, via MLO, with a new accreditation record. It must include the new/reinstatement issue date, to ensure the Central Registry public lookup accurately displays the reinstated accreditation and any gap in accreditation approvals.

1. In the left column of the Central Registry ("Menu" panel), click 'Licensee', then click 'Edit'.



2. Locate the paramedic licensee's record by entering their P# in the "License Number" field, then click "search".

A screenshot of the Central Registry search form. The form is titled 'Person' and 'Facility'. It contains several input fields: Profession, License Type, License Number, License Status, First Name, Middle Name, Last Name, Address Line1, Address Line2, City, State, Zip Code, SSN/ITIN, Address Type, and Renewal. A 'Search' button is located at the bottom left. A red arrow points to the 'License Number' field, and another red arrow points to the 'Search' button.

3. In the paramedic license record, locate the "Local Accreditations" mini-panel and click the "Details" button.

A screenshot of the 'Local Accreditations' mini-panel. It features a table with three columns: 'LEMSA', 'Issue Date', and 'Expiration Date'. The first row shows 'Los Angeles County', '09/16/2015', and '05/31/2017'. A 'Details' button with an upward arrow is located at the top right of the panel. A red arrow points to the 'Details' button.

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- Click the "Add" tab to add a new record, which will include a new issue date to accurately display the lapse in accreditation.

Local Accreditations			Information	Help
LEMSA	Issue Date	Expiration Date		
Los Angeles County	09/16/2015	05/31/2017		

Add Edit Copy Delete

- Click the drop-down arrow on the "Accreditation" field.

Local Accreditations Add/Edit

Accreditation \* ---

Expiration Date mm/dd/yyyy

Issue Date mm/dd/yyyy

Save Cancel

- Select the appropriate Agency name.

Local Accreditations Add/Edit

Accreditation \* ---

Expiration Date mm/dd/yyyy

Issue Date

- Los Angeles County
- Los Angeles County - CP
- Los Angeles County - TAD

Save Cancel

- Enter the effective date of the reinstated accreditation in the "Issue Date" field.

Local Accreditations Add/Edit

Accreditation \* Los Angeles County

Expiration Date mm/dd/yyyy

Issue Date 08/12/2019

Save Cancel

- Click the "Save" button.

Local Accreditations Add/Edit

Accreditation \* Los Angeles County

Expiration Date mm/dd/yyyy

Issue Date 08/12/2019

Save Cancel