

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

<b>SUBJECT:</b> Updating Paramedic Specialty Scope Accreditation	<b>Policy #: XXX</b> <b>Procedure #: XX</b>
<b>Effective Date: 03/10/2023</b>	

**PURPOSE:** To provide instructions and regulation references for recording or updating “Specialty Scope” information for Community Paramedicine (CP) and/or Triage to Alternate Destination (TAD) Accreditation on a Paramedic License profile in the MyLicenseOffice (MLO) Central Registry.

**\*\*NOTE:** For a Certifying Entity user to update Specialty Scope Accreditation you must be logged in as a Specialty User (SpecUser). To gain SpecUser access please submit 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 Chapter 5, §[100192](#), a LEMSA has five (5) working days from the date of application approval to record a specialty scope accreditation for CP or TAD in the Central Registry (MLO).

**\*\*NOTE:** The accreditation becomes effective once it is recorded in the Central Registry and shall expire on the last day of the month, two (2) years from the effective date. Therefore, an expiration date must be included when recording CP or TAD accreditation in MLO.

**REFERENCE:**

- Chapter 5: Community Paramedicine and Triage to Alternate Destination:
  - §[100192](#)(b)(1-5): Community Paramedicine specialty
  - §[100192](#)(f)(1-5): Triage to Alternate Destination specialty

**PROCEDURE:**

Within five (5) working days of Specialty Scope application approval, the LEMSA must update the Central Registry, via MLO, allowing EMSA, LEMSAs, and the public to view the most accurate CP/TAD Accreditation information for each active paramedic license, including currently approved, renewed, and reinstated CP or TAD accreditation.

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## **TASKS:**

### **1. Recording Initial CP or TAD Accreditation in MLO**

Within five (5) working days of CP/TAD application approval, the LEMSA must update the Central Registry, via MLO. This update must include an expiration date calculated as the last day of the month, two (2) years from the effective date of initial accreditation.

### **2. Updating a Renewed CP or TAD Accreditation in MLO**

When a paramedic renews their CP or TAD accreditation, the LEMSA must update the accreditation expiration date in MLO, within five (5) working days of CP/TAD renewal. Updating the expiration date ensures that the Central Registry public lookup will display accreditation as continuously approved, with no gaps in the approval cycle.

### **3. Recording a Reinstated CP or TAD Accreditation in MLO**

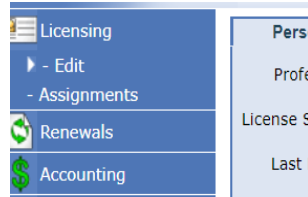
Within five (5) working days of CP/TAD reinstatement approval, the LEMSA must update the Central Registry, via MLO, with a new CP/TAD accreditation record, including a new issue date and expiration date, to ensure the Central Registry public lookup accurately displays the accreditation and any gap in accreditation approvals. The expiration date is calculated as the last day of the month, two (2) years from the effective date of accreditation reinstatement.

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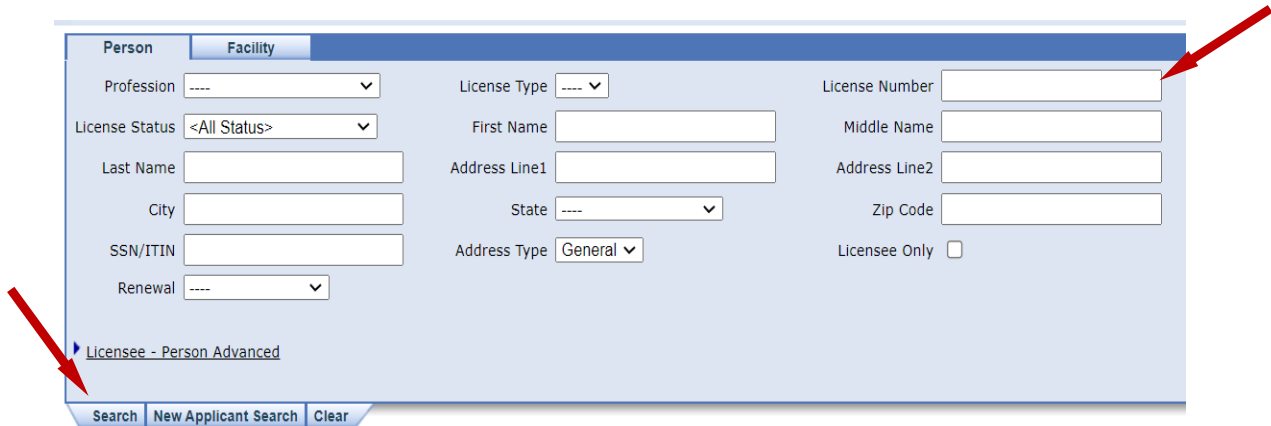
## TASK #1: RECORDING INITIAL CP OR TAD ACCREDITATION IN MLO

Within five (5) working days of CP/TAD application approval, the LEMSA must update the Central Registry, via MLO. This update must include an expiration date calculated as the last day of the month, two (2) years from the effective date of initial accreditation.

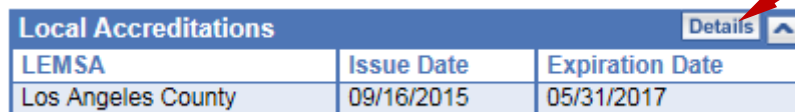
1. In the left column of the Central Registry ("Menu" panel), click 'Licensee', then click 'Edit'.



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

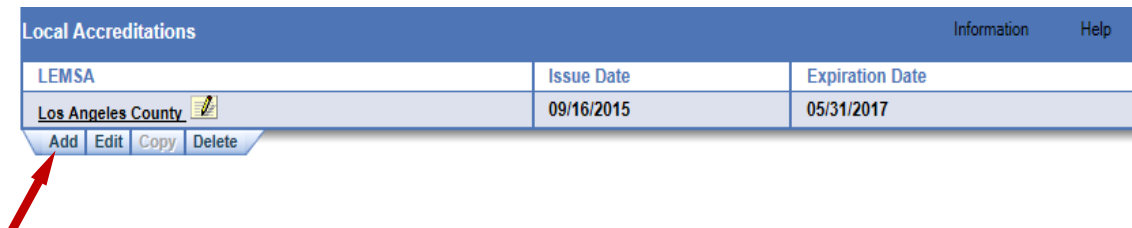
A screenshot of a search form titled 'Person' and 'Facility'. It contains various input fields: Profession, License Type, License Number, License Status, First Name, Middle Name, Last Name, Address Line1, Address Line2, City, State, Zip Code, SSN/ITIN, Address Type, Renewal, and a 'Licensee Only' checkbox. At the bottom, there are 'Search', 'New Applicant Search', and 'Clear' buttons. 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.



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 CP or TAD record.



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

Buttons: Add, Edit, Copy, Delete

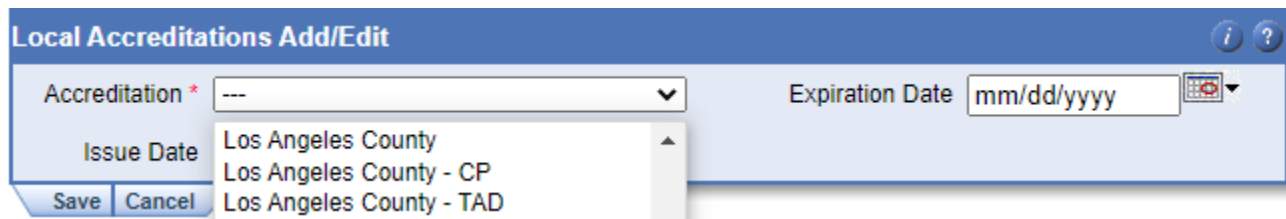
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5. Click the drop-down arrow on the "Accreditation" field.



The screenshot shows the 'Local Accreditations Add/Edit' form. The 'Accreditation' field is a dropdown menu currently set to '---'. A red arrow points to the downward-pointing arrow on the right side of the dropdown. Other fields include 'Issue Date' (mm/dd/yyyy) and 'Expiration Date' (mm/dd/yyyy). There are 'Save' and 'Cancel' buttons at the bottom left and a 'Help' button at the top right.

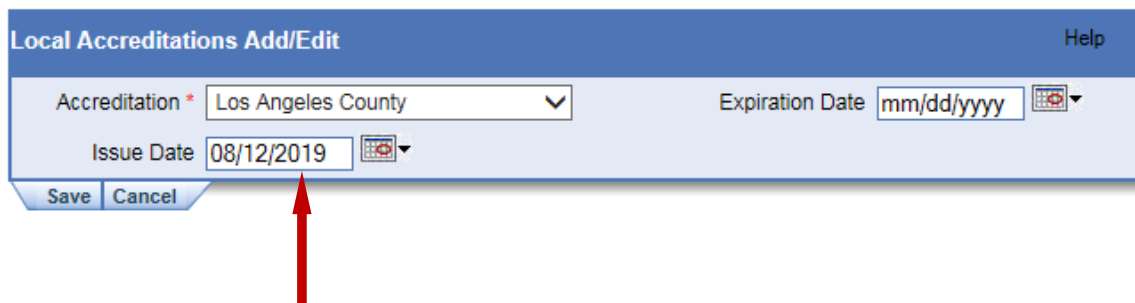
6. Select the appropriate Agency name containing "CP" or "TAD".



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 - CP' option. Other fields include 'Issue Date' (mm/dd/yyyy) and 'Expiration Date' (mm/dd/yyyy). There are 'Save' and 'Cancel' buttons at the bottom left and a 'Help' button at the top right.

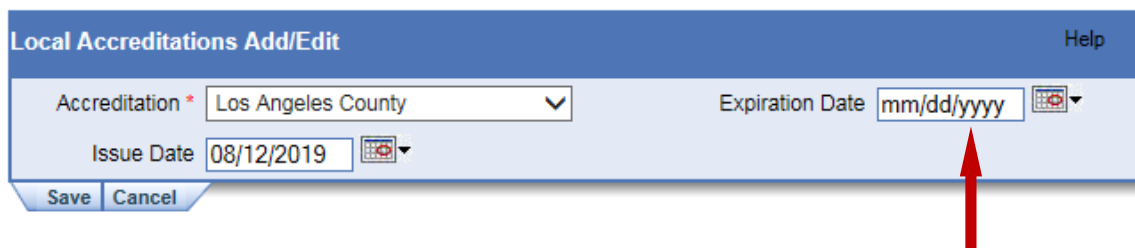
**\*\*NOTE:** If your agency is not listed with the desired "CP" or "TAD" line item, please contact [MLOHelpdesk@emsa.ca.gov](mailto:MLOHelpdesk@emsa.ca.gov), subject line key word "**Accreditation**" to have your inquiry routed to the CP/TAD analyst in the EMS Personnel Division.

7. Enter the effective date in the "Issue Date" field.



The screenshot shows the 'Local Accreditations Add/Edit' form. The 'Accreditation' field is now set to 'Los Angeles County'. The 'Issue Date' field contains the date '08/12/2019'. A red arrow points to the 'Issue Date' field. Other fields include 'Expiration Date' (mm/dd/yyyy). There are 'Save' and 'Cancel' buttons at the bottom left and a 'Help' button at the top right.

8. Calculate the expiration date (two years from the last day of the "Issue" month, per §100192,) and enter it in the "Expiration Date" field.



The screenshot shows the 'Local Accreditations Add/Edit' form. The 'Accreditation' field is 'Los Angeles County' and the 'Issue Date' is '08/12/2019'. A red arrow points to the 'Expiration Date' field, which is currently empty and shows the placeholder 'mm/dd/yyyy'. There are 'Save' and 'Cancel' buttons at the bottom left and a 'Help' button at the top right.

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9. Click the "Save" button.

The screenshot shows a software window titled "Local Accreditations Add/Edit" with a "Help" button in the top right corner. The form contains the following fields:

- "Accreditation \*": A dropdown menu with "Los Angeles County" selected.
- "Expiration Date": A text input field containing "mm/dd/yyyy" and a calendar icon.
- "Issue Date": A text input field containing "08/12/2019" and a calendar icon.

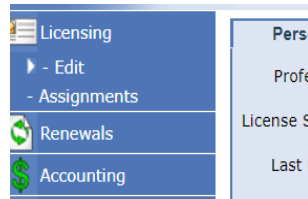
At the bottom of the form are two buttons: "Save" and "Cancel". A red arrow points directly to the "Save" button.

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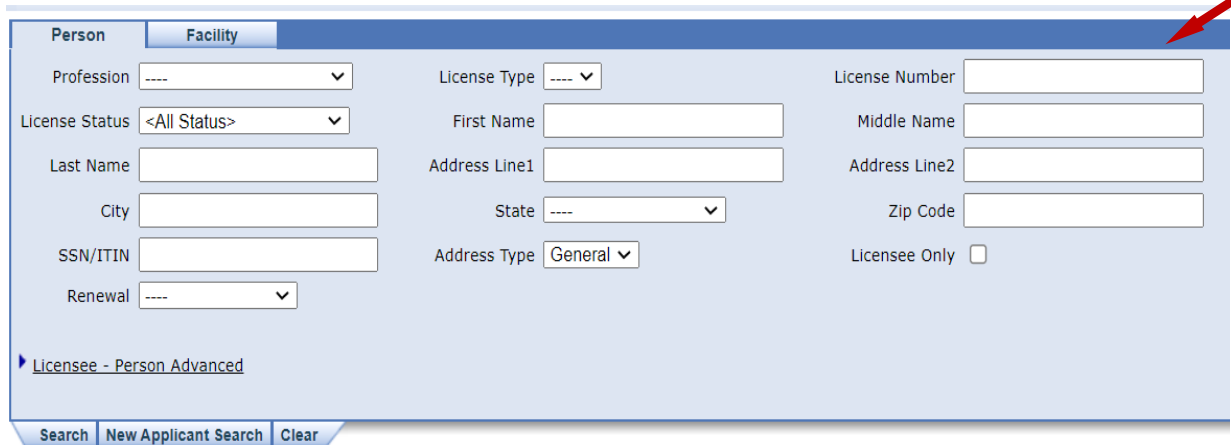
## TASK #2: UPDATING A RENEWED CP OR TAD ACCREDITATION IN MLO:

When a paramedic renews their CP or TAD accreditation, the LEMSA must update the accreditation expiration date in MLO, within five (5) working days of CP/TAD renewal. Updating the expiration date ensures that the Central Registry public lookup will display accreditation as continuously approved, with no gaps in the approval cycle.

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 a search form 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. 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, and another red arrow points to the 'License Number' field.

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	

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4. Locate the correct CP/TAD accreditation record and click the **agency name**, then the “Edit” tab.

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

Buttons: Add, Edit, Copy, Delete

**\*\*NOTE:** If no CP/TAD accreditation record is listed, please confirm you are in the correct paramedic licensee record. If in the correct licensee record, the absence of a CP/TAD accreditation this means the initial accreditation was not recorded within five (5) days of initial approval, per § [100192](#). You must reconcile the oversight by clicking the “Add” tab to record the CP/TAD accreditation, including the original issue date of the *initial* accreditation, with expiration date based on the most recent renewal approval.

5. Calculate the new expiration date (for continuously maintained approval, this is two years from the previous expiration date,) and enter it in the “Expiration Date” field.

Local Accreditations Add/Edit

Accreditation \* Los Angeles County

Expiration Date mm/dd/yyyy

Issue Date 08/12/2019

Buttons: Save, Cancel

6. Click the “Save” button.

Local Accreditations Add/Edit

Accreditation \* Los Angeles County

Expiration Date mm/dd/yyyy

Issue Date 08/12/2019

Buttons: Save, Cancel

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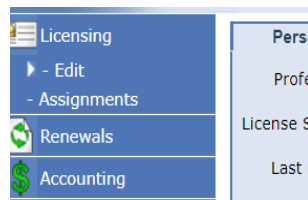


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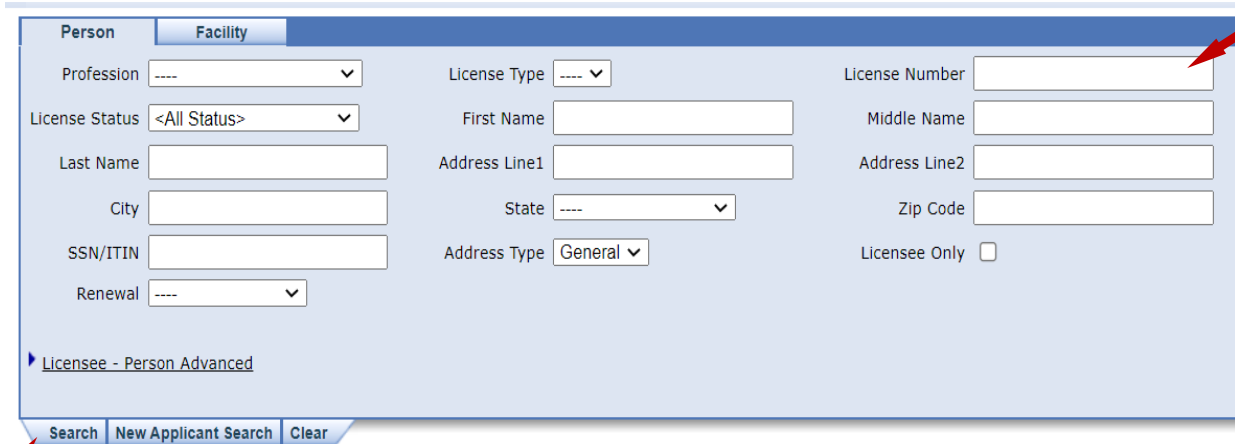
## TASK #3: RECORDING A REINSTATED CP OR TAD ACCREDITATION IN MLO

Within five (5) working days of CP/TAD reinstatement approval, the LEMSA must update the Central Registry, via MLO, with a new CP/TAD accreditation record, including a new issue date and expiration date, to ensure the Central Registry public lookup accurately displays the accreditation and any gap in accreditation approvals. The expiration date is calculated as the last day of the month, two (2) years from the effective date of accreditation reinstatement.

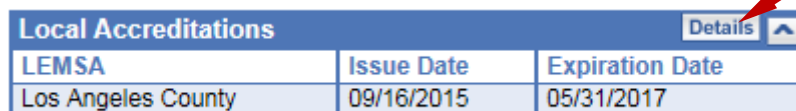
1. In the left column of the Central Registry (“Menu” panel), click ‘Licensee’, then click ‘Edit’.



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

A screenshot of a 'Person' record form. The form has tabs for 'Person' and 'Facility'. It contains various 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. At the bottom, there are buttons for 'Search', 'New Applicant Search', and 'Clear'. 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.



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

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

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

Buttons: Add, Edit, Copy, Delete

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

Local Accreditations Add/Edit

Accreditation \* ---

Issue Date mm/dd/yyyy

Expiration Date mm/dd/yyyy

Buttons: Save, Cancel

- Select the appropriate Agency name containing "CP" or "TAD".

Local Accreditations Add/Edit

Accreditation \* ---

Issue Date

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

Expiration Date mm/dd/yyyy

Buttons: Save, Cancel

**\*\*NOTE:** If your agency is not listed with the desired "CP" or "TAD" line item, please contact [MLOHelpdesk@emsa.ca.gov](mailto:MLOHelpdesk@emsa.ca.gov), subject line key word "**Accreditation**" to have your inquiry routed to the CP/TAD analyst in the EMS Personnel Division.

- Enter the effective date in the "Issue Date" field.

Local Accreditations Add/Edit

Accreditation \* Los Angeles County

Issue Date 08/12/2019

Expiration Date mm/dd/yyyy

Buttons: Save, Cancel

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- Calculate the expiration date (two years from the last day of the "Issue" month, per §100192,) and enter it in the "Expiration Date" field.

Local Accreditations Add/Edit Help

Accreditation \* Los Angeles County  Expiration Date mm/dd/yyyy

Issue Date 08/12/2019

Save Cancel

- Click the "Save" button.

Local Accreditations Add/Edit Help

Accreditation \* Los Angeles County  Expiration Date mm/dd/yyyy

Issue Date 08/12/2019

Save Cancel