

## CENTRAL REGISTRY PROCEDURE MANUAL

<b>Subject: How to Print an EMT Card</b>	<b>Number: 650-65</b>
<b>Effective Date: January 5, 2016</b>	

### **PURPOSE:**

To provide instructions on how to print an Initial Applicant, Renewal or Reinstatement EMT card.

### **GUIDANCE:**

Central Registry authorized users and EMSA staff may print EMT cards. Some Certifying Entities request that EMSA print & mail their cards; others print cards directly from their agency and distribute to the EMTs. Verify which process is used by your Certifying Entity.

#### EMSA prints the cards:

Once you have completed the licensing process, the cards will automatically queue to print. EMSA will print the batch and distribute as you requested.

#### Certifying Entity prints the cards:

Depending on what type of application you are processing, you will get different responses from the Central Registry showing that the license has been issued, renewed or reinstated and that the card is in the print cue.

- After processing an application for an Initial EMT certification, you will receive a message that the EMT license has been approved.
- For a renewal/reinstatement, you will be returned to the main screen which shows the new expiration and effective dates.

At either of these points, the record has been sent to your “Batch Control – Current” area on the left side of the screen and the card is ready to be printed.

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## PROCEDURE:

1. On the Navigation Menu, select Batch Control – Current
  - (a) In the Profession drop down box, select Certifying Entity
  - (b) Click the underlined Batch type to be printed – Initial or Renewal  
Separate batches need to be run for each batch type.  
(For reinstatements, select “Initial EMT Card”)
  - (c) In the Search Batches mini panel, select the License Type – EMT
  - (d) Then the Certifying Entity will auto populate for your agency
  - (e) Click the Search button

The screenshot shows the 'Licensee > Batch Control' interface. On the left is a navigation menu with 'Current' selected and circled in red, with a red '1' next to it. The main area has three sections: 'Current Batches' with a 'Profession' dropdown set to 'Certifying Entity' (arrow 'a'); 'Batch Type' with a list of options where 'Initial EMT Card' is underlined (arrow 'b'); and 'Current Batch(es)' with a 'Search Batches' panel. In the search panel, 'License Type' is set to 'EMT' (circled in red, arrow 'c'), and 'Certifying Entity' is populated with '----' (arrow 'd'). At the bottom of the search panel are 'Search' and 'Clear' buttons (arrow 'e').

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2. Next, you will see the Print Batch listed in the Search Results panel:

The screenshot displays the 'Licensee > Batch Control' interface. On the left is a navigation menu with options: Applicant, Licensee, - Edit, Reminders, Reports, User Security, Batch Control, and Current. The main area is divided into several sections:

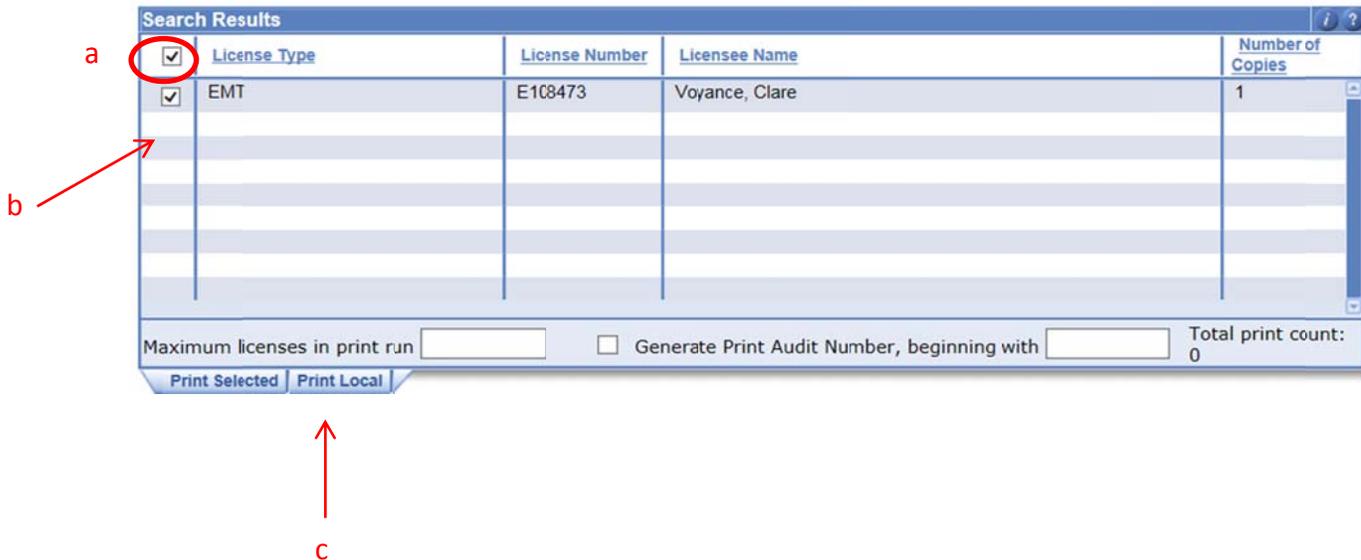
- Current Batches:** A dropdown menu for 'Profession' is set to 'Certifying Entity'.
- Batch Type:** A list of options including 'EMT NLI Letter', 'Initial AEMT Letter', 'Initial EMT Card', 'Initial EMT Letter', 'Renewal AEMT Card', 'Renewal AEMT Letter', 'Renewal EMT Card', and 'Renewal EMT Letter'. The 'Renewal EMT Card' option is highlighted in yellow.
- Current Batch(es):** A search section with fields for 'License Type' (set to 'EMT'), 'License No', 'First Name', 'Last Name', 'Full Name', and 'Certifying Entity' (set to 'Sacramento County EMS Agency'). There are 'Search' and 'Clear' buttons.
- Search Results:** A table with columns 'License Type', 'License Number', 'Licensee Name', and 'Number of Copies'. The table contains one entry: EMT, E108473, Voyance, Clare, 1. The 'Search Results' header is circled in red.
- Footer:** Includes 'Maximum licenses in print run' (input field), 'Generate Print Audit Number, beginning with' (checkbox and input field), and 'Total print count: 0'. There are 'Print Selected' and 'Print Local' buttons.

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### 3. To print:

- **All EMTs in the batch:** check the top box (a) under Search Results and click on Print Local (c).
- **Selected EMTs in the batch,** check the boxes of the EMTs you wish to print (b) and click on Print Local (c).



4. After you click Print Local, a word document will open with the selected templates.
5. You may now send this word document to the card printer and print the cards.