

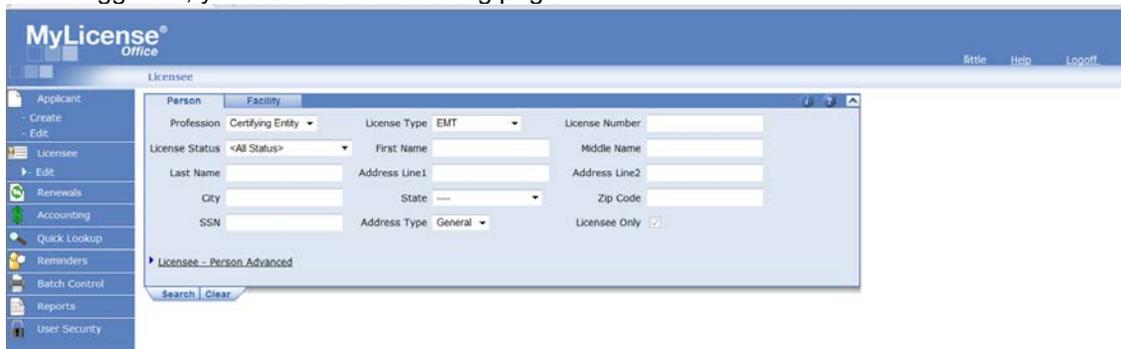
How To Reinstate an EMT

First page you will see when you go to the URL: <https://www.emtcert.emsa.ca.gov/mlc>



1. Type in your "User Name"
2. Type in your "Password" (if you forget your password, please email Sean Trask [Sean.Trask@emsa.ca.gov] with the subject line of "reset password").
3. Click "Logon" button

Once logged-in, you will see the following page:



If you don't have any reminders, that is okay. You can add reminders later. That is another process that you will learn later.

To "reinstate" an EMT in My License Office you will need to do the following:

- Click on "Licensee" "edit" on the left-hand, blue side bar.
- Then search by either, last name, SSN, or License Number (E#). You can also use what is used as a "wild card" that is typing the first initial of the first name and use an asterisk (*) after it and then placing in the last name.

Example: p* Farley



This is what will be brought up:

Name / License Type	Address	Sub Type	License Number	Hold/Alert	Status
Farley, Patricia	10100 Fulton Ave. Citrus Heights CA 95610				
EMT	10100 Fulton Ave. Citrus Heights CA 95610		E085437		Expired

When you find the right person you are planning to reinstate, click on the **EMT**, that will take you to the individual's record. (FYI: in the background check mini-panel, the "requested by" portion will be the name of the certifying entity).

Name / License Type	Address	Sub Type	License Number	Hold/Alert	Status
Farley, Patricia	10100 Fulton Ave. Citrus Heights CA 95610				
EMT	10100 Fulton Ave. Citrus Heights CA 95610		E085437		Expired

Archive Reinstatement

Now, go to the Search Results mini-panel and click on the "reinstatement" tab. Once you click that tab, this is what you should see:

Name	Address	License Type	License Number	License Status
Patricia Farley	10100 Fulton Ave. Citrus Heights CA 95610	EMT	E085437	Expired

Reinstatement Application Information	
Profession	EMT
Obtained by	---
License Type	EMT
Application Date	11/28/2011
Obtained by	<ul style="list-style-type: none"> Lapsed < 6 Months Lapsed > 6 Months < 12 Months Lapsed > 12 Months < 24 Months
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

This test record expired between 6-12 months, so I chose that option and clicked the "save" button. Once I did that, here is what I got.

Name / License Type	SSN	Applicant Number	Obtained By	Sub Type	App Date	Hold/Alert	Application Status
Farley, Patricia							
EMT	00000000	122642	Lapsed > 6 Months < 12 Months		11/28/2011		Pending

Click on the underlined **EMT** and this is what you will see:

Name / License Type	SSN	Applicant Number	Obtained By	Sub Type	App Date	Hold/Alert	Application Status
Farley, Patricia							
EMT	00000000	122642	Lapsed > 6 Months < 12 Months		11/28/2011		Pending

Person	
Prefix:	
First Name:	Patricia
Middle Name:	
Last Name:	Farley
Date of Birth:	01/25/1985
SSN:	000000000

License	
License Type:	EMT
Certification Number:	
Applicant Number:	122642
Status:	Reinstatement Pending
Date This Status:	11/28/2011
Reason Changed:	
Issue Date:	
Expiration Date:	
Effective Date:	

Prerequisites		
Full Name	Relationship	Status
Sacramento County EMS Agency	Certified By	Active

Employers for License			
Employer Name	Start Date	Position Name	End Date
No Data			

Requirements		
Name	Status	Date
Certified By LiveScan Information Received and OK	Completed	10/01/2010
Application Complete and Signed	Unchecked	
\$37 Fee Collected	Unchecked	
Cont. Education (36 Hours Approved CE)	Unchecked	
Skills Competency Form Submitted	Unchecked	

Background Check			
CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
	test data	01/01/1900	

Certification Actions			
Certification Action	Start Date	End Date	LEMSA Taking Action
No Data			

Now, in the “Requirements” mini-panel you need to click the “Details” box. When you do that, this is what you will see.

Summary					
Name	Address	License Type	License Number	License Status	
Patricia Farley	10100 Fulton Ave. 95610 Citrus Heights CA	EMT	N/A	Reinstatement Pending	

Category	License Type	Requirement	Status	Date	Changed By
Main	EMT	Certified By LiveScan Information Received and OK	Completed	10/01/2010	time
<input type="checkbox"/> Main	EMT	Application Complete and Signed	Unchecked		
<input type="checkbox"/> Main	EMT	\$37 Fee Collected	Unchecked		
<input type="checkbox"/> Main	EMT	\$75 Fee Collected	Unchecked		
<input type="checkbox"/> Main	EMT	Cont. Education (36 Hours Approved CE)	Unchecked		
<input type="checkbox"/> Main	EMT	Skills Competency Form Submitted	Unchecked		

Requirement Status Change	
Completed	Save

[Back](#)

Once you are on this page, you will:

- Make sure the live scan information was received and ok (check that box)
- Make sure you have an application that is complete and signed (check that box)
- Make sure you have collected the correct fee (check that box)
- Make sure the EMT has completed the correct number of hours of CEs (check that box)
- Make sure the EMT has the skills verification completed and signed (check that box)
- Click the “completed” field from the drop-down box under the “Requirement Status Change” mini-panel”

Summary					
Name	Address	License Type	License Number	License Status	
Patricia Farley	10100 Fulton Ave. Citrus Heights CA 95610	EMT	N/A	Reinstatement Pending	

Requirements					
Category	License Type	Requirement	Status	Date	Changed By
Man	EMT	Certified By	Completed	10/01/2010	little
<input type="checkbox"/> Man	EMT	LiveScan Information Received and OK	Completed	11/28/2011	little
<input type="checkbox"/> Man	EMT	Application Complete and Signed	Completed	11/28/2011	little
<input type="checkbox"/> Man	EMT	\$37 Fee Collected	Completed	11/28/2011	little
<input type="checkbox"/> Man	EMT	\$75 Fee Collected	Unchecked		
<input type="checkbox"/> Man	EMT	Cont. Education (36 Hours Approved) CEI	Completed	11/28/2011	little
<input type="checkbox"/> Man	EMT	Skills Competency Form Submitted	Completed	11/28/2011	little

Requirement Status Change
 Completed
 Save

Back

- Now, check off the fee that is not being used (mark it "not applicable") under the "Requirement Status Change" mini-panel

Summary					
Name	Address	License Type	License Number	License Status	
Patricia Farley	10100 Fulton Ave. Citrus Heights CA 95610	EMT	N/A	Reinstatement Pending	

Requirements					
Category	License Type	Requirement	Status	Date	Changed By
Man	EMT	Certified By	Completed	10/01/2010	little
<input type="checkbox"/> Man	EMT	LiveScan Information Received and OK	Completed	11/28/2011	little
<input type="checkbox"/> Man	EMT	Application Complete and Signed	Completed	11/28/2011	little
<input type="checkbox"/> Man	EMT	\$37 Fee Collected	Completed	11/28/2011	little
<input type="checkbox"/> Man	EMT	\$75 Fee Collected	Not Applicable	11/28/2011	little
<input type="checkbox"/> Man	EMT	Cont. Education (36 Hours Approved) CEI	Completed	11/28/2011	little
<input type="checkbox"/> Man	EMT	Skills Competency Form Submitted	Completed	11/28/2011	little

Make Complete

Requirement Status Change
 Not Applicable
 Save

Back

Now, click the "Make Complete" tab and then hit the "BACK" button. Once that is done, this is what you will see.

Search Results							
Name / License Type	SSN	Applicant Number	Obtained By	Sub Type	App Date	Hold/Alert	Application Status
Farley, Patricia							
EMT	00000000	122642	Lapsed > 6 Months < 12 Months		11/28/2011		Complete

Approve Check Fields Deny Delete Withdraw

Person Details

Prefix:
 First Name: Patricia
 Middle Name:
 Last Name: Farley
 Date of Birth: 01/25/1985
 SSN: 00000000

License Details

License Type: EMT
 Certification Number: 122642
 Applicant Number: 122642
 Status: Reinstatement Pending
 Date This Status Reason Changed: 11/28/2011
 Issue Date:
 Expiration Date:
 Effective Date:

Prerequisites Details

Full Name	Relationship	Status
Sacramento County EMS Agency	Certified By	Active

Employers for License Details

Employer Name	Start Date	Position Name	End Date
No Data			

Requirements Details

Name	Status	Date
Certified By	Completed	10/01/2010
LiveScan Information Received and OK	Completed	11/28/2011
Application Complete and Signed	Completed	11/28/2011
\$37 Fee Collected	Completed	11/28/2011
\$75 Fee Collected	Not Applicable	11/28/2011
Cont. Education (36 Hours Approved CE)	Completed	11/28/2011
Skills Competency Form Submitted	Completed	11/28/2011

Background Check Details

CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
Letter of Verification	test data	01/01/1900	

Certification Actions Details

Certification Action	Start Date	End Date	LEMSA Taking Action
No Data			

Now, you have an "Approve" tab. Click on that and here is what you will see.

Summary

Name	Address	License Type	License Number	License Status
Patricia Farley	10100 Fulton Ave. 95610 Citrus Heights CA	EMT	N/A	Reinstatement Pending

License Activation

Issue Date: 11/28/2011
 Expiration Date: []

Save Cancel

The date you process the record will be added to the "Issue Date" area and you will just need to put in the expiration date. Once you do that, click the "save" tab. This is what will come up.

Message

The EMT License has been approved for Patricia Farley. no. E085437

OK

Click the "ok" button and it will finish the record and you will be able to print the card from the print queue.

Good luck and if you have any issues or questions, please feel free to contact me at: (916) 431-3717 or Laura.Little@emsa.ca.gov.

Laura Little, EMT
 BLS Coordinator