

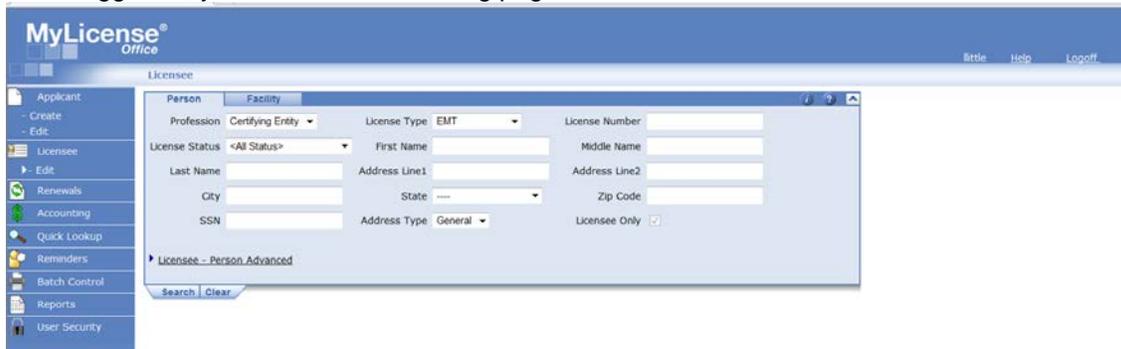
Renewal of EMT Record

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 "renew" 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* tutu.

The screenshot shows the 'Licensee' form in MyLicense Office. The 'Person' tab is active. The form contains the following fields and values:

- Profession: Certifying Entity
- License Type: EMT
- License Number: (empty)
- License Status: <All Status>
- First Name: p*
- Middle Name: (empty)
- Last Name: tutu
- Address Line1: (empty)
- Address Line2: (empty)
- City: (empty)
- State: (empty)
- Zip Code: (empty)
- SSN: (empty)
- Address Type: General
- Licensee Only:

Below the form is a section titled 'Licensee - Person Advanced' with 'Search' and 'Clear' buttons.

This is what will be brought up:

The screenshot shows the 'Search Results' table in MyLicense Office. The search criteria were 'p* tutu'. The results table is as follows:

| Name / License Type | Address | Sub Type | License Number | Hold/Alert | Status |
|---------------------|-------------------------|----------|----------------|------------|--------|
| Tutu, Papa | Rancho Cordova CA 95670 | | | | |
| EMT | Rancho Cordova CA 95670 | | E079039 | | Active |
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When you find the right person you are planning to renew, 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).

The screenshot shows the MyLicense Office interface. The top navigation bar includes 'Applicant', 'Licensee', 'Renewals', 'Accounting', 'Quick Lookup', 'Reminders', 'Batch Control', 'Reports', and 'User Security'. The 'Renewals' menu is expanded, showing options like 'Generate Renewals', 'Renew', 'Expire/Terminate', 'Lockbox', 'Remove Renewals', 'Action Log', 'Block/Unblock', and 'Termination'. The 'Person' menu is also expanded, showing 'Create', 'Edit', 'Licensee', and 'Edit'. The 'Search Results' mini-panel shows a table with the following data:

| Name / License Type | Address | Sub Type | License Number | Hold/Alert | Status |
|---------------------|-------------------------|----------|----------------|------------|--------|
| Tutu, Papa | Rancho Cordova CA 95670 | | E079039 | | Active |
| EMT | Rancho Cordova CA 95670 | | | | |

Below the search results are several detail panels:

- Person:** Prefix: Papa, First Name: Papa, Middle Name: Tutu, Last Name: Tutu, Date of Birth: 01/01/1964, SSN: 000000005.
- License:** License Type: EMT, Certification Number: E079039, Applicant Number: 111217, Status: Active, Date This Status: 08/03/2010, Reason Changed: License Issuance, Issue Date: 08/03/2010, Expiration Date: 07/04/2010, Effective Date: 08/03/2010.
- Prerequisites:** Full Name: Sacramento County EMS Agency, Relationship: Certified By, Status: Active.
- Requirements:** A table with columns Name, Status, and Date. Items include LiveScan Information Received and OK, Application Complete and Signed, \$37 Fee Collected, \$75 Fee Collected, Cont. Education (24 Hours Approved CE), and Skills Competency Form Submitted, all with a status of 'Unchecked'.
- Background Check:** CORI Status: No Data, Requested By: Jim, Date of CORI or Verif Letter: 01/20/2011, ATI Number: No Data.
- Employers for License:** No Data.
- Education:** No Data.
- Exam:** No Data.

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

The screenshot shows the MyLicense Office interface with the 'Renew' tab selected. The 'Renewal' mini-panel is displayed with the following fields:

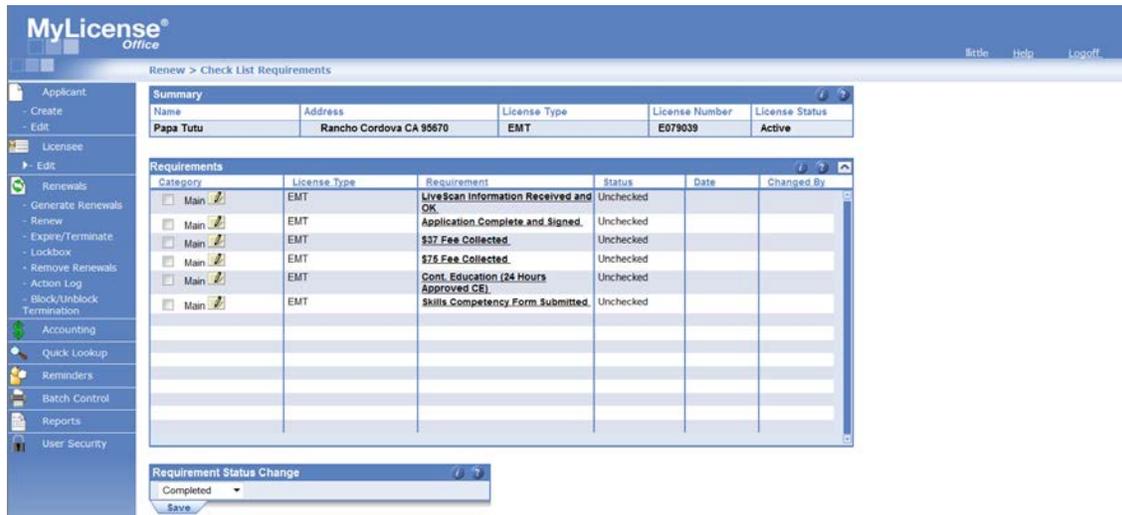
- New Status: Active (dropdown menu)
- Denied?:
- New Expiration Date: (calendar icon)
- Denied Date: mm/dd/yyyy
- Total Amount Due: \$0.00
- Waive 1st Late Fee?:
- Receipt Number: (text input)
- Waive 2nd Late Fee?:

At the bottom of the panel are buttons: 'Fee List', 'Pay By Receipt', 'Manage Requirements', 'Renew', 'Deny', and 'Cancel'.

Once you are on this page, you will:

- Leave “New Status” as active
- Add the new expiration date next to “New Expiration Date”
- Leave “Receipt Number” blank
- Do not check any of the boxes to the right (Denied?, Waive 1st Late Fee?, Waive 2nd Late Fee?)

Now, click the “Manage Requirements” tab on the renewal mini-panel. Once that button is clicked, this is what you will see:



Check off the all the necessary boxes for renewal:

- If the livescan was completed by your entity for this person, or you grandfathered him, check this box.
- When the EMT submits a completed application, you will check the box
- If the person did not have to completed a new livescan, the \$37 fee box will be checked.
- Leave the \$75 box unchecked (unless the person is coming from another certifying entity and had to complete a new livescan. In that instance, you will leave the \$37 box unchecked and then check the \$75 box).
- If the person has completed the necessary hours of CE, check that box.
- If the person has completed the skills competency verification form, check that box,
- In the “requirements status change” mini-panel make sure the drop-down is on “completed” and hit the “save” tab.
- Then go back to the fee box that you did not check the first time and check it off, go down to the “requirements status change” mini-panel and choose “not applicable” from the drop-down box, then click the “save” tab.

Applicant
Create
Edit

Licensee
Edit

Renewals
Generate Renewals
Renew
Expire/Terminate
Lockbox
Remove Renewals
Action Log
Block/Unblock
Termination

Accounting
Quick Lookup
Reminders
Batch Control
Reports
User Security

Summary

| Name | Address | License Type | License Number | License Status |
|-----------|-------------------------|--------------|----------------|----------------|
| Papa Tutu | Rancho Cordova CA 95670 | EMT | E079039 | Active |

Requirements

| Category | License Type | Requirement | Status | Date | Changed By |
|----------|--------------|--|----------------|------------|------------|
| Main | EMT | Live Scan Information Received and OK | Completed | 08/03/2011 | little |
| Main | EMT | Application Complete and Signed | Completed | 08/03/2011 | little |
| Main | EMT | \$37 Fee Collected | Completed | 08/03/2011 | little |
| Main | EMT | \$78 Fee Collected | Not Applicable | 08/03/2011 | little |
| Main | EMT | Cont. Education (24 Hours Approved CE) | Completed | 08/03/2011 | little |
| Main | EMT | Skills Competency Form Submitted | Completed | 08/03/2011 | little |

Requirement Status Change
Not Applicable

Save

Back

Now, click the “back” button on the bottom right-hand side of the screen. It will then take you back to this page:

MyLicense[®]
Office

little Help

Renew

Applicant
Create
Edit

Licensee
Edit

Renewals
Generate Renewals
Renew
Expire/Terminate
Lockbox
Remove Renewals
Action Log
Block/Unblock
Termination

Accounting
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Summary

| Name | Address | License Type | License Number | License Status |
|-----------|-------------------------|--------------|----------------|----------------|
| Papa Tutu | Rancho Cordova CA 95670 | EMT | E079039 | Active |

Renewal

New Status: Active

New Expiration Date: [Calendar Icon]

Total Amount Due: \$0.00

Receipt Number: [Text Box]

Denied?

Denied Date: mm/dd/yyyy

Waive 1st Late Fee?

Waive 2nd Late Fee?

File List | Pay By Receipt | Manage Requirements | Renew | Deny | Cancel

You will now click the “renew” tab. Once the record has been renewed this is what you will see:

Applicant
Create
Edit

Licensee
Edit

Renewals
Generate Renewals
Renew
Expire/Terminate
Lockbox
Remove Renewals
Action Log
Block/Unblock
Termination

Accounting
Quick Lookup
Reminders
Batch Control
Reports
User Security

Search Results

| Name / License Type | Address | Sub Type | License Number | Hold/Alert | Status |
|---------------------|--|----------|----------------|------------|--------|
| Tutu, Papa EMT | Rancho Cordova CA 95670 Rancho Cordova CA 95670 | | E079039 | | Active |

Archive

Person

Prefix: [Blank]
First Name: Papa
Middle Name: [Blank]
Last Name: Tutu
Date of Birth: 01/01/1984
SSN: 000000005

License

License Type: EMT
Certification Number: E079039
Applicant Number: 111217
Status: Active
Date This Status: 08/03/2010
Reason Changed: License Issuance
Issue Date: 08/03/2010
Expiration Date: 07/31/2012
Effective Date: 08/01/2012

Prerequisites

| Full Name | Relationship | Status |
|-------------------------|--------------|--------|
| Laguna Beach City FD | Certified By | Active |

Requirements

| Name | Status | Date |
|--------------|-----------|------------|
| Certified By | Completed | 08/03/2011 |

Employers for License

| Employer Name | Start Date | Position Name | End Date |
|---------------|------------|---------------|----------|
| No Data | | | |

Background Check

| CORI Status | Requested By | Date of CORI or Verif Letter | ATI Number |
|----------------------------|--------------|------------------------------|------------|
| EMSA Receiving CORI Report | Jim | 01/20/2011 | |

At this point, the record has been sent to your "Batch Control/ Current" area (on the left hand side of the page and the card is ready to be printed.) Make sure you choose the option "EMT Renewal Card" to find the name of the EMT whose card you need to print.

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