

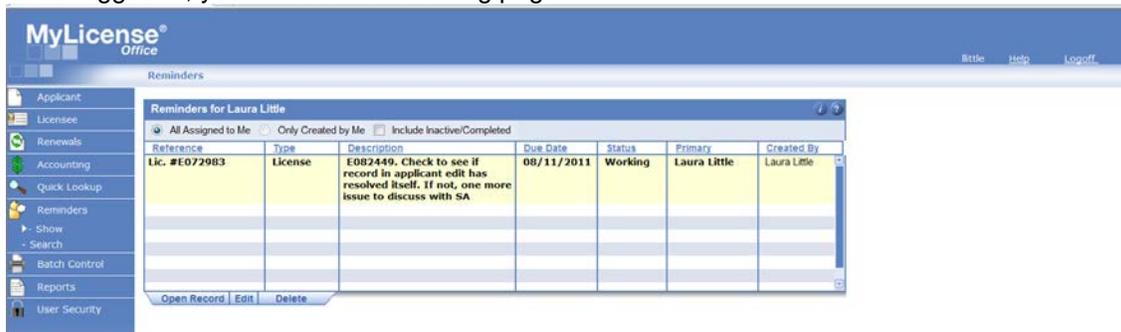
## Initial Entry of an EMT

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



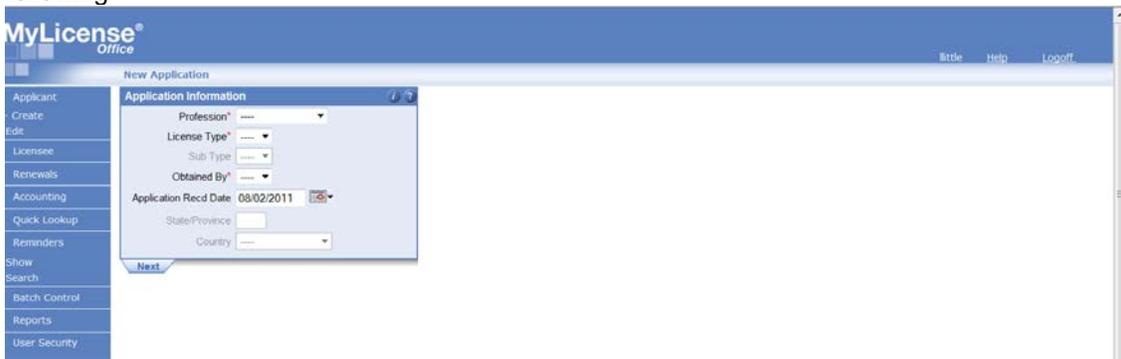
1. Type in your "User Name"
2. Type in your "Password" (if you forget your password, please email Sean Trask [Sean.Trask@emsa.ca.gov] with the subject line of "reset password").
3. Click "Logon" button

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.

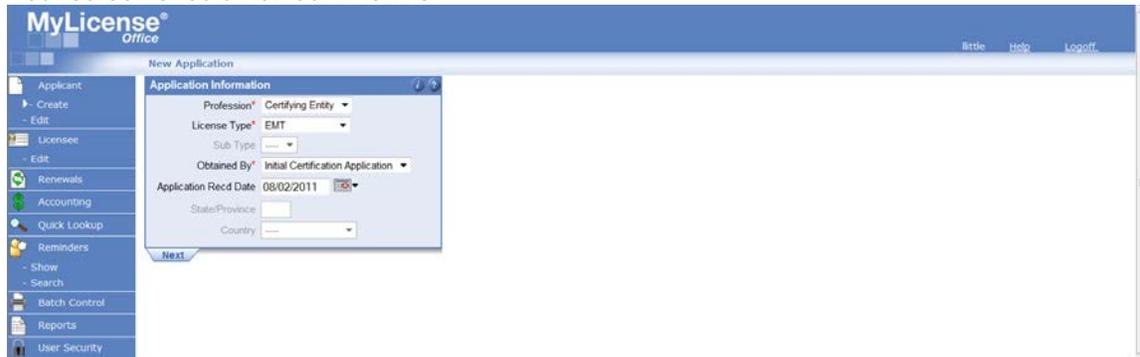
To create add a brand new EMT into My License Office you will do the following:



Click on "applicant" "create"

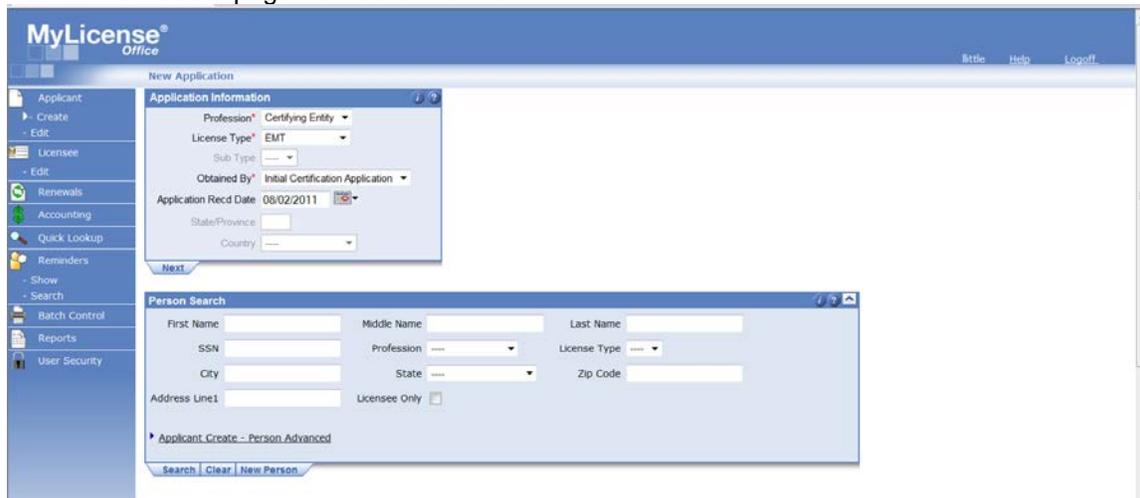
1. On "Profession" choose "Certifying Entity" from the drop-down menu,
2. On "License Type" choose "EMT" from the drop-down menu,
3. On "Obtained By" choose "Initial Certification Application" from the drop-down menu,
4. Put the correct date into the "Application Rec'd Date" – you can either hand enter the date or click on the calendar on the right to choose the date, either will work.

Your screen should not look like this:



Now that is all completed, click the "Next" tab.

You will now see a page that looks like this:



Before you can enter a new person, you will need to search to see if the person is currently in the database.

1. Enter the first name and last name or SSN,
2. Click the "Search" tab.

If the person is already in the database as a Paramedic (and is the same person), on the bottom of the record will have a tab that says "New License", go ahead and click that tab. This will tie the name to both the Paramedic license and the EMT certification.

If the person is already in the database as an EMT (and is the same person you are entering) **DO NOT CREATE A NEW RECORD**. This EMT may already have a valid certification and should be "renewed" or "reinstated" off that current record. Instructions on "renewing" and "reinstating" will be another tutorial.

If the person is not showing up as being in the database, click the "New Person" tab.

This is the new page you will see:

Person Add/Edit

Prefix  First Name   
Middle Name  Last Name   
Suffix  SSN   
Date of Birth mm/dd/yyyy  Date Deceased mm/dd/yyyy

Person Additional Add/Edit

General Address

Zipcode\*   
City\*   
Country\*   
Unlisted   
Address Line1   
Email   
Phone   
Phone Unlisted   
Cell Phone   
Country\* United States

Map It

Phone   
FAX   
State\*

Create Alias

Next Back

Please fill-in the following information (the items with red asterisks are required fields):

1. First Name, Last Name, SSN, DOB
2. Zip code, City, County (once you put in the zip code, the city and county should automatically fill-in), address and phone number. You can fill-in the other address fields if you so wish.
3. Click the "Next" button.

You will now see this page (I added the alias Tutu for the ability for me to move forward in the process):

MyLicense Office - little

Summary

Name	Address	License Type	License Number	License Status
Tutu	Rancho Cordova CA 95670	EMT	N/A	N/A

License Additional Add/Edit

Address Information

Zipcode\*   
City\*   
Country\*   
Unlisted   
Address Line1   
Email   
Phone   
Phone Unlisted   
Cell Phone   
Country\* United States

Map It

Phone   
FAX   
State\*

Select Email Other  Mailing Address

Copy General Address

Finish Back

This page is the mailing address, so please make sure what is entered is the correct address. If the address is different from what you entered in the previous page, then please type in the mailing address.

If the mailing address is the same as the address you typed in on the previous screen, then you can hit the "Copy General Address" tab, then click the "Finish" button on the bottom of page.

This is the new page you will see. Your page will have all the elements filled-in and under search results you will see a “pending” status on the record. This status will stay until you have completed the certification process on the EMT.

The screenshot shows the MyLicense Office Applicant page. The top navigation bar includes 'MyLicense Office', 'Applicant', and 'SERVICE TASKS ACCOUNTING'. A left sidebar contains menu items like 'Applicant', 'Licensee', 'Renewals', 'Accounting', 'Quick Lookup', 'Reminders', 'Batch Control', 'Reports', and 'User Security'. The main content area features a 'Person' form with fields for First Name, Last Name, Profession (Certifying Entity), License Type (EMT), Zip Code, City, State, and SSN. Below the form is a 'Search Results' table with the following data:

Name / License Type	SSN	Applicant Number	Obtained By	Sub Type	App Date	Hold/Alert	Application Status
Tutu EMT		119951	Initial Certification Application		08/02/2011		Pending

Buttons for 'Check Fields', 'Deny', 'Delete', and 'Withdraw' are located below the table.

The screenshot shows the detailed view of the EMT application. It includes several mini-panels:

- Person:** Prefix, First Name, Middle Name, Last Name: Tutu, Date of Birth, SSN.
- License:** License Type: EMT, Certification Number, Applicant Number: 119951, Status: Pending, Date This Status: 08/02/2011, Reason Changed, Issue Date, Expiration Date, Effective Date.
- Prerequisites:** Table with columns Full Name, Relationship, Status. No Data.
- Employers for License:** Table with columns Employer Name, Start Date, Position Name, End Date. No Data.
- Requirements:** Table with columns Name, Status, Date.
 

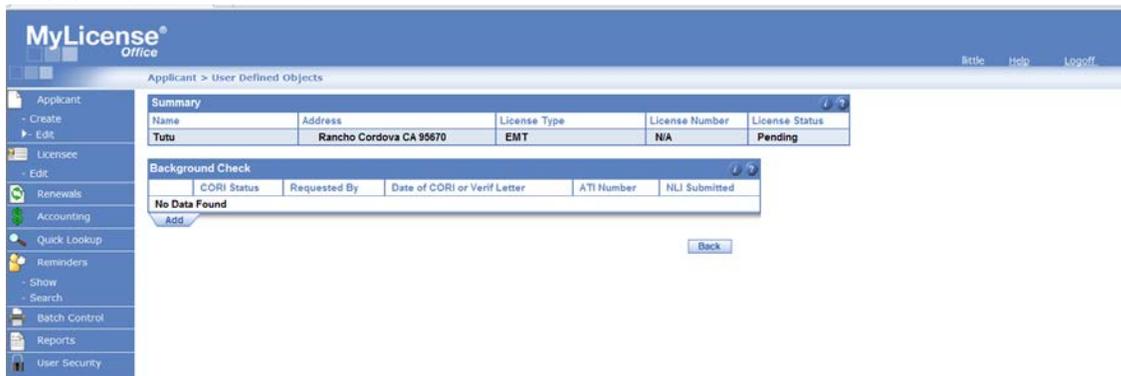
Name	Status	Date
Certified By	Incomplete	
LiveScan Information Received and OK	Unchecked	
Application Complete and Signed	Unchecked	
\$37 Fee Collected	Unchecked	
\$75 Fee Collected	Unchecked	
NREMT Exam Taken and Passed	Unchecked	
- Background Check:** Table with columns CORI Status, Requested By, Date of CORI or Verif Letter, ATI Number. No Data.
- Certification Actions:** Table with columns Certification Action, Start Date, End Date, LEMSA Taking Action. No Data.

Your page will already have the following filled-in for you:

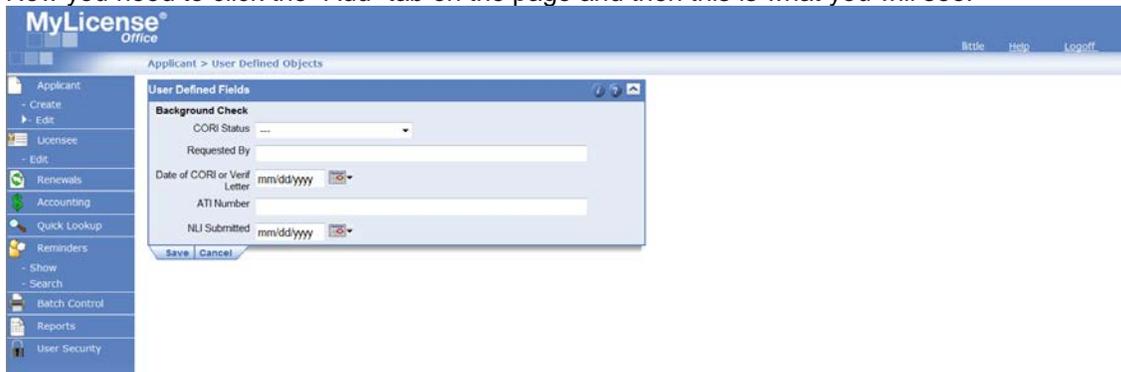
- Person mini-panel
- Prerequisite mini-panel

You will need to now go into the Background Check mini-panel and click on the “details” button in the top right-hand corner of the mini-panel.

This is what it will look like:

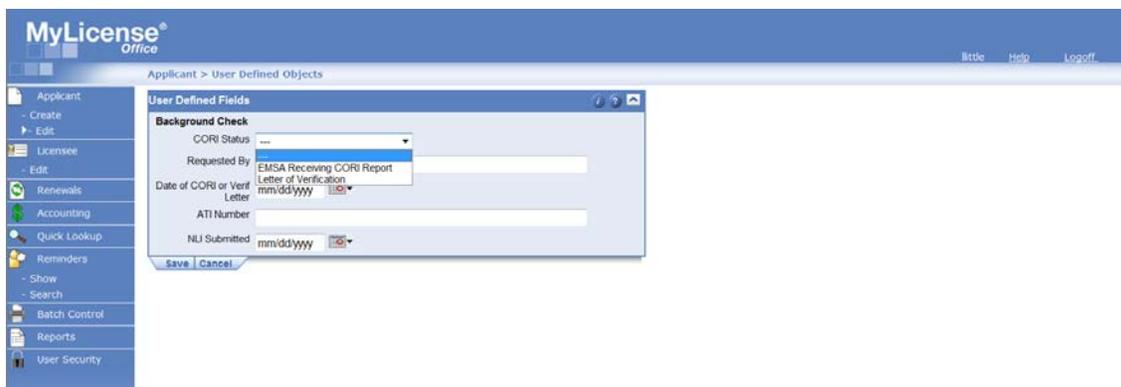


Now you need to click the “Add” tab on the page and then this is what you will see:



If this person was not grandfathered into the system on 7/1/2010, you will enter the following:

- EMSA Receiving CORI Report (choose this from the drop-down menu).
- Requested By: (this would be your agency)
- Date of CORI: (the date the fingerprints were rolled)
- ATI Number: (This will be on the report that you receive from the DOJ)
- DO NOT FILL-IN “NLI”. This means No Longer Interested and you do not fill that in until the EMT has not recertified with your agency within 12 months of expiring.
- Click “Save”



Now you will need to go to the Requirements mini-panel.

Requirements	Status	Date
Certified By	Incomplete	
LiveScan Information Received and OK	Unchecked	
Application Complete and Signed	Unchecked	
\$37 Fee Collected	Unchecked	
\$75 Fee Collected	Unchecked	
NREMT Exam Taken and Passed	Unchecked	

Click the “details” button and here is what you will see:

MyLicense Office  
Applicant > Check List Requirements

Summary

Name	Address	License Type	License Number	License Status
Tutu	Rancho Cordova CA 95670	EMT	N/A	Pending

Requirements

Category	License Type	Requirement	Status	Date	Changed By
Man	EMT	Certified By	Incomplete		
Man	EMT	LiveScan Information Received and OK	Unchecked		
Man	EMT	Application Complete and Signed	Unchecked		
Man	EMT	\$37 Fee Collected	Unchecked		
Man	EMT	\$75 Fee Collected	Unchecked		
Man	EMT	NREMT Exam Taken and Passed	Unchecked		

Requirement Status Change  
Completed  
Save

The first item on the list “Certified By” should already be showing as complete, because that is tied to the Pre-requisite mini-panel.

- If the livescan was completed and ok, put a check in the box
- If the application has been completed and signed, put a check in the box
- Since new EMTs are charged \$75 for having to completed a livescan, leave the \$37 fee box unchecked, but check the \$75 box
- When you verify that the NREMT exam was taken and passed, put a check in the box

Now go down to the “Requirement Status Change mini-panel and make sure the drop-down box states “completed”, then hit the save button. It should look like this:

MyLicense Office  
Applicant > Check List Requirements

Summary

Name	Address	License Type	License Number	License Status
Tutu	Rancho Cordova CA 95670	EMT	N/A	Pending

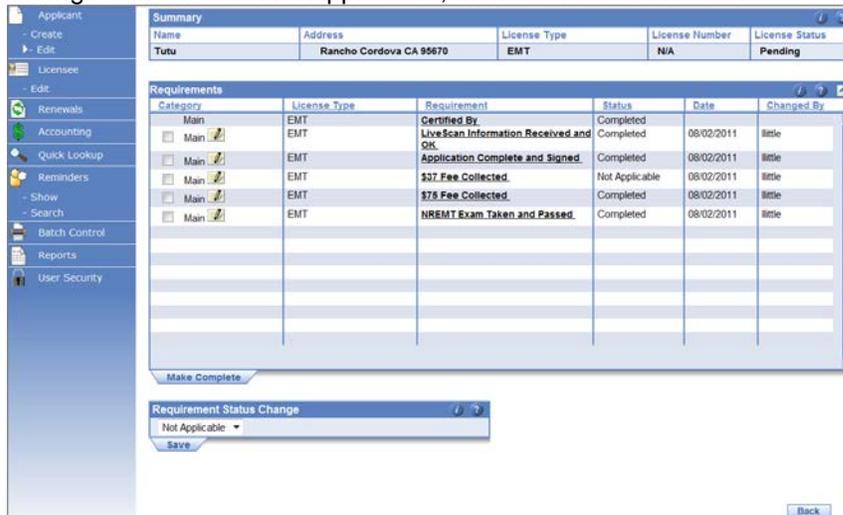
Requirements

Category	License Type	Requirement	Status	Date	Changed By
Man	EMT	Certified By	Completed	08/02/2011	little
Man	EMT	LiveScan Information Received and OK	Completed	08/02/2011	little
Man	EMT	Application Complete and Signed	Completed	08/02/2011	little
Man	EMT	\$37 Fee Collected	Unchecked		
Man	EMT	\$75 Fee Collected	Completed	08/02/2011	little
Man	EMT	NREMT Exam Taken and Passed	Completed	08/02/2011	little

Requirement Status Change  
Completed  
Save

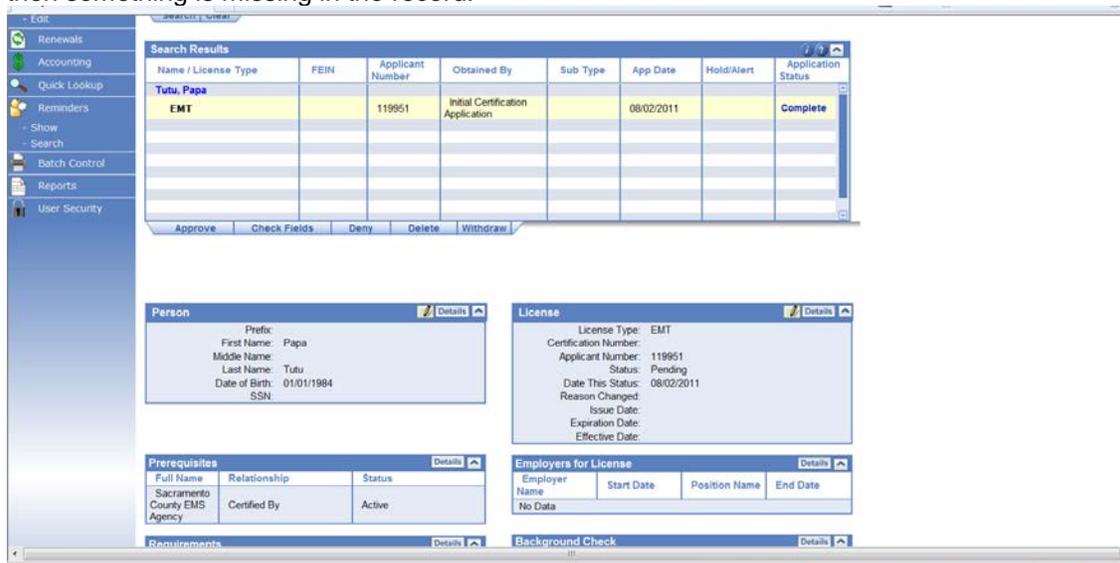
Back

Now, go back up to the \$37 fee box, check off box and go down to the Requirement Status Change and choose “Not Applicable”, then click the “Save” tab.



Now, click the “Make Complete” tab (right above the “requirement status change” mini-panel), then click the “back” button on the bottom of the page.

Now that you have done that, a new tab appears. It says “approve”. If you don’t get that tab, then something is missing in the record.



Go ahead and click the “approve” tab. At that time you will get a pop-up window asking you to enter the effective date (which is the date the application process was completed) and the expiration date, which is two-years from day the EMT passed the NREMT exam, but the expiration date cannot be over 2 years and has to be the last day of the month.

Once you have entered the dates, and click “okay” there will be a dialog box that pops up that states what the new certification number is. At that time, the record is now sent down to the “Licensee” area of the database.

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 Initial 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](mailto:Laura.Little@emsa.ca.gov).

Laura Little, EMT  
BLS Coordinator