On-Line EMT’s Profile Search

Always wanted to check an EMT’s certification on-line? This new service will provide secure up-to-date certification profiles on more than 25,000 EMCT “Emergency Medical Care Technicians” at all levels.

The on-line profiles display the date of issuance, expiration, level, and certification status.

The profiles will display adverse disciplinary action history associated with an EMCT in the past five years.

The public and EMS community will now have real time access to limited adverse regulatory action information such as the date of the action, the type of action and the investigative case number assigned.

In addition, it will provide EMS employers with secure access to up-to-date certification status reports on all EMCTs who listed them as the primary or secondary EMS employer.

Simply go to www.azdhs.gov/bems/ then select “On-Line Services”; and begin by entering an EMCTs First or Last name or just the Arizona certification number or any combination and click search. It’s just that easy!

Existing EMCTs Accessing the System

You must create an account with the Bureau to begin any application submission process. If you are currently Arizona certified, you simply have to access your existing information using the same path as an initial user.

Simply go to www.azdhs.gov/bems/ then click on “Register”. The system will have the individual complete several fields to begin matching the certificate holder to his existing account.

Once the system has matched the certificate holder to the account, the certificate holder will enter a current email address and enter a user log-in name and password. Make sure you write it down as the Bureau will not be able to change the user log-in name in the future.

Once you are in your account, you will need to review the information and make any updates. At any time, a user can add a photo to the account which will be attached to the certification card.

Creating an Initial Account

If you are a first time applicant for Emergency Medical Care Technician certification, you must create an account with the Bureau and have it activated by Bureau certification staff to begin any application submission process.

Before you move forward to register and create your account, you should take the time to develop and write down on a piece of paper a unique password as you will need to enter the password twice when you proceed to the next screen. Your password must be a mix of numbers, symbols, upper and lower case letters (at least one of each), and between 8 and 20 characters in length.

Prior to submitting any application, you will need a scanned copy of your eligibility document showing the right to work in the United States; usually a passport or birth certificate. If you have been convicted of a crime in the prior two years you will also need a scanned copy of the sentence and judgment court document signed by the judge. All of these documents will be uploaded in the new system during some application processes.

When you’re ready, follow these steps:

1. Simply go to www.azdhs.gov/bems/ and select On-Line Services, then Register; next
2. Read the introduction page and when ready, click on “Continue Registration”; next
3. As each screen is displayed, notice that any required field is in red and if left blank it will not allow the applicant to proceed. All error messages will be located at the top of the screen.
4. Applicants can observe the progress of the application process at the bottom left of each screen which shows a green check mark for the current page and yellow triangles for each page yet to be completed.
5. When you get to the final page, click on “Create Account”. Bureau Staff will now review and approve your account during normal business hours.
Once your account is approved, you can submit applications, request renewal extensions, name changes, duplicate cards if you lose yours, and generally update your contact information.

Keep your email address up to date, as the Bureau will send out messages related to your account, applications submitted, changes to your certification and training opportunities provided solely for Arizona Emergency Medical Care Technicians at all levels.

New Certification Numbers

When the new certification cards are issued, EMCTs will see changes to the Arizona certification number. The new numbers will begin with a single letter prefix associated with the authorized level of certification, as shown below:

- B = Arizona Basic
- E = EMT
- A = Advanced EMT
- I = EMT I-99
- P = Paramedic

Next, there will be zero filler to allow for future growth in the number of certificate holders in the state followed by the issued certificate number. If, an individual is currently certified in Arizona at the time the system is activated, the certificate number will be the same five digits. See example below:

<table>
<thead>
<tr>
<th>Current Number</th>
<th>Future Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>P 000 12345</td>
</tr>
</tbody>
</table>

Due to the design in the database, if an Arizona certificate holder changes from a lower level of certification to a higher level, the certificate number will change.

Renewal Extension Fee’s

As provided for in A.R.S. § 36-2202(H), if an Applicant submits an application for recertification, with a certification extension fee, within 30 days after the expiration date of the applicant’s EMCT certification, the applicant will now pay the non-refundable or disputable $150.00 renewal extension fee by credit or debit card online as part of the application process.

When the system launches in April of 2014, each account holder will have a secure message center which the Bureau will use to deliver application and general certification information. Certificate Holders will no longer receive notices of approaching expiration or application deficiencies by U.S. Mail.

All EMCT Certification applications are processed by the Bureau’s Phoenix office.

Should you have questions, or issues with the online system, please feel free to contact the Bureau certification staff for assistance.

Lynn Snyder, Manager
(602) 364-3194

Maria Dominguez, Customer Service
(602) 364-3176

Linda Tapia, Customer Service
(602) 364-3175

Remember

It is the responsibility of each individual certificate holder to ensure timely renewal every two years prior to expiration.

Arizona Administrative Code (“AAC”) R9-25-401 prohibits an individual from acting in the capacity of an EMCT unless the individual has current certification or recertification from the Department.

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Future on-line modules and feature for Training Programs, Base Hospitals, Air and Ground Ambulances will be launched as they are completed over the next few months and years.