Bureau of EMS and Trauma System
Secure, Encrypted, On-Line
EMS Services System

2014
Train the Trainer
Series 12

The Secure Account Registration Process

2014
Train the Trainer
Series 12
What is an EMCT?

Think of it like this, the term EMCT is the house and EMCTs are the people in that house with the titles of:

- Emergency Medical Technician “EMT”
- Advanced Emergency Medical Technician “AEMT”
- Emergency Medical Technician I-99 (EMT I-99)
- Paramedic

Collectively, they are considered Emergency Medical Care Technicians.
Prior to the system being activated, the Bureau entered over 25,000 pre-approved user accounts using information obtained from the Bureau’s legacy database:

Existing EMCT Certificate Holders Already Have An Account!
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If you have:

- Current Arizona EMCT certification; or
- Expired within the last 2 years; or
- Are Inactive for 2 years past expiration

Your User account was moved into the new secure, encrypted, on-line EMS system.
Account Image Information

If you wish to include a photograph on an EMCT Certification Card, the individual must have the photo in the form of a JPEG or compatible format and upload it in the account section of the Bureau system.

Organizations will also be welcome to upload their corporate logo which will displayed on their account screens.

The Bureau Does Not Take Photo’s at the Bureau Offices
Before you begin any new on-line application process, you must have any of these document's already electronically scanned and saved to the computer you are using to complete the on-line application, as you may need to attach them during an application process.

- Appropriate Photo You Wish To Place On Your Certification ID Card
- Right To Work Documentation, Such As A Birth Certificate or Passport
- Training Certificate of Course Completion (if Needed)
- Criminal Conviction Documents For Each Conviction, Sign By The Judge
- Regulatory Action Documentation Related To Any Adverse Action
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Since you're already in the new system, follow these steps:

Step 1: Simply go to www.azdhs.gov/bems
On the left side of the Bureau Web Page
Select: “Online Services”
Even if you have current Arizona certification, you need to enter the new system through the registration process to allow the Bureau to capture current information for your existing account and next certification card.

As you enter your information the first time, the system is looking up your existing account information and changing the existing information to the most current which you are providing.
By entering the system through the registration door, existing Certificate Holders are provided the opportunity to set their own user or log-in name and establish their own password.
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The Registration Process

Existing EMCT
- Name
- Details
- e-mail Address
- User Name & Password Set up
- Pending Review

New Applicant
- Name
- Details
- e-mail Address
- Full Account Set up
- Pending Approval
Health and Wellness for all Arizonans

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OK, Let's
Begin

Click on either
Register Buttons
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Next, Read the pre-instructions before you begin so you have everything you will need!

When ready, click on Continue Registration
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First we start with your Name, and this is where you would attach the Photo you wish to be attached to your Certification Card (Photo Not Required)

When Ready Click “Next”
Next, enter your current up-to-date personal information.

This is helping the system find your existing account.

When Ready Click “Next”
Now, you have the opportunity to create your own unique Log-in user name and Password.

User Name must be at least 8 characters long

Password must be
You’re now at the final screen which allows you to review the information you have provided. You can click on each tab to view your responses.

When ready, click on the “Create Account” button
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If the system found your account information, you will see a red message appear here indicating that your account has been accepted and is being reviewed by Bureau staff to activate for the first time.
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Once Bureau staff reviews your photograph and personal information for accuracy, your account will be activated and you will have access from any computer with internet access.

It will be your responsibility to maintain accurate information in your account from that point forward or you may miss important messages related to your certification.
The new system not only sends messages to your email address, but duplicates it in a secure message center inside your account.
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It is very Important to Keep email addresses for an account 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 the Arizona EMS Community.

Future versions of the Web-Based system will introduce a secure message center inside the secure environment which can be accessed from any computer.