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

2014
Train the Trainer Series
13

Upgrading Process for EMCT Level

2014
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Health and Wellness for all Arizonans
Bureau of EMS and Trauma System
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From your home screen, click on:
“Create Application”
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That will bring you to this page.

Select the Application Type of:

“Upgrade of Certification Level”

Now press “Start”
On the first page, confirm your name and update your photograph as necessary, if not press “Skip”.

If you need to add or update the Photo use the browse button to change or add a photograph for your ID Card, then press “Next”.
Next, confirm that the email address is up-to-date and correct, then press “Next”.

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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.
Next confirm that your address is up-to-date and correct, as your certification card will be mailed to this address.

Then Press “Next”
Next, this right to work in the United States screen will appear until such time that the applicant has attached a copy of an eligible document to the account.

Drivers license and social security cards are not acceptable documents to prove eligibility.
The next section of the application is that of the criminal history questions. Notice that the answers are defaulted to an automatic “NO” response. Be cautious, and make sure the responses are accurate!
The next section is a follow-up Criminal History Addendum requiring additional information related to the criminal conviction responses which reflect an affirmative answer.

Be prepared to upload an electronic copy of your court documents on this page.
The next section of the application is that of the Regulatory history questions.

Notice that the answer is defaulted to an automatic “NO” response.

Be cautious, and make sure the responses are accurate!
Next you will select NREMT as your method of submitting for an upgrade of that level of certification. Then enter your new NREMT number.
Next, select the certification upgrade level for which you are applying:

Advanced EMT
Paramedic

The EMT-I’99 level is no longer an upgradeable level of Arizona certification.

Click “Next” when ready
The applicant is in the home stretch now and is being provided an opportunity to review the information provided prior to submitting the application to the Bureau for review.

By clicking on each of the tabs, the applicant may review the information and make any changes necessary.
Once the applicant is satisfied with the application content, the applicant would click the “Submit Application” button.
Until such time that we complete a full two year renewal cycle, the following will be displayed in lieu of a photograph.

An EMCT can upload a photo into the account or make a photo change at anytime, subject to Bureau review and approval prior to posting.
Other Changes

New Certification Numbers will reflect the level of certification; the new prefix’s will be:

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

New Certification Numbers will reflect the level of certification, three zero’s then the current certification number.

Current Number  Future Number
12345       =       P 0000 12345

Level         Growth         Current Number
When Will My Upgrade Be Activated?

Once your application is received at the Bureau, it must be reviewed by Bureau staff before your upgrade is active.

Bureau staff will review your application during normal business hours excluding weekends and state holidays.

Therefore, the approval turn-a-round time is estimated at between 8 hours to 72 hours.
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As all applications are processed out of the Bureau’s Phoenix office, should you have questions, or issues with the on-line system, please feel free to contact the Bureau certification staff for assistance during normal State of Arizona business hours at (602) 364-3150; or

**Lynn Snyder, Manager**  
(602) 364-3194

**Maria Dominguez, Customer Service**  
(602) 364-3176

**Linda Tapia, Customer Service**  
(602) 364-3175

Toll Free  
(800) 200-8523
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The End