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Submitting An Initial EMCT Application
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.
What EMCT Applications Are Accepted By The Bureau?

During the transition phase, Arizona will allow current Arizona EMT-Basics to recertify at the basic level until 2017.

► Emergency Medical Technician “Basic”

As of August 12, 2012, Arizona Statute only authorizes the following new certification of Emergency Medical Care Technicians as defined in A.R.S. § 36-2201

► Emergency Medical Technician “EMT”
► Advanced Emergency Medical Technician “AEMT”
► Emergency Medical Technician I-99 (EMT I-99) (Current Arizona Certified Only)
► Paramedic
How Do I Submit An Application?

Step 1: Simply go to www.azdhs.gov/bems
On the left side of the Bureau Web Page
Select: “Online Services”
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Once your Account is Activated

Step 2: On the new On-line Services Page, enter your user name and password.
Click Login
You should see that you are on your new home page.

Your Photo, if provided, is displayed on your home screen along with your name.

On the left column you will see what features you’re authorized to access.

Before you begin the process of submitting an application, check to make sure that the personal and locator information contained in each of the tabs to the right is correct and accurate, as this information will populate your application automatically.
What if I already submitted an application and just want to check on the status of that application?

Click on the “Applications” tab shown to the right and any application in process will be displayed.

If you want to review any application click on the application number to the bottom left.
Going into the already submitted application provides the opportunity for the applicant to withdraw the application should that become necessary.

Remember: There are many types of applications & many reasons to withdraw.

To withdraw the application simply click on the “Withdraw Application” button.
When you’re ready to create a new application, click on the left column “Application” button.
Select the type of Application you wish to submit by using the drop down menu.
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Once you select the type of application, the system will take you to the first page of the application
Notice the first page to be displayed is related to public benefit eligibility. This is the information that establishes if you have the right to work in the United States.
Additionally, it should be pointed out that this application is in draft form, in case you have to unexpectedly have to leave the application process.

When you return this system feature brings you back to the point in which you stopped.
The User should also notice that the system has a feature located at the bottom section of the page; whereby the progress of completing the application is tracked for the user. 

The Green check mark indicates the current segment and the yellow triangles indicate what segments remain.
The first question is defaulted to No, which causes the applicant to take an action to reflect an appropriate response, based on eligibility.
Authorized documents can be viewed by clicking on the hyperlink in the upper right corner.

Driver licenses or social security cards are not acceptable forms of right to work documents.
The last section to complete for this segment, is to up-load a copy of an authorized Eligibility Document by clicking on “Browse”. This will allow the applicant to upload a scanned document from their computer.
If the applicant does not have the capability to scan a document, there are office supply stores that will scan and email a document to the applicants email address for a fee.

Then the applicant can upload the document into the application.
Now that you have your form of eligibility document in an electronic format, click on the "Browse" button and the system will open your computer's file where you can select the document to upload.
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If you uploaded your document correctly, you will see the computer address in the browse text box as shown to the right.

Now, click on “Next”
The next section is designed to record the applicants National Certification Information.

**DO NOT** enter the NCO number using the Alpha-letter prefix.
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!
The next section is a follow-up regulatory history addendum requiring additional information related to the adverse actions taken by a regulatory agency.

Be prepared to upload an electronic copy of any regulatory action document on this page.
The next section of the application is where the applicant selects the level of certification.

Using the drop down menu, select either:

- Arizona Basic (Non-Transitioned EMT)
- EMT (Completed the Transition)
- Intermediate I-99
- Advanced EMT
- Paramedic
Additionally, this page asks the applicant to make an affirmative electronic declaration that the application is true and correct.

Simply place a check ✔️ in the box provided

Then click on the “next” button
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.
Notice there are two review tabs missing:

- Criminal History
- Regulatory History (exceptions)

Once an applicant has made a response entry in these two categories, the responses are sealed and cannot be modified by the applicant. **Changes to these sections must be made at the Bureau Level.**
Once the applicant is satisfied with the application content, the applicant would click the “Submit Application” button.
In case of an initial application, the user is noticed that the application was received by a red notice in the upper left of the screen and the status of the application now reflects “Pending” along with the date submitted.
When the new system launches, there will be a new look for certification cards issued to our Emergency Medical Care Technicians. Here's a sneak peek:
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.

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(602) 364-3194

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