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2014
Train the Trainer
Series
4

Submitting A Renewal EMCT Application

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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.
During the transition phase, Arizona will allow current Arizona EMT-Basic’s 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
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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
Step 3: Once on your Home screen, select “Create Application”
Once you have clicked on “Applications”, you will get this advisory screen telling the applicant what documents will be needed as they proceed through the on-line application process.
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.
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Photo 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.

The Bureau Does Not Take Photo’s at the Bureau Offices
First, using the drop down menu, select the type of application you wish to submit. Your options may be:

- Renewal of Certification
- Downgrade of Certification Level
- Applicant Name Change
- Extension to File for Renewal

* Some Application Types will not be available to you depending on the status of your Certificate.

When ready click on the “Start” button.
Notice that when the applicant selected “Renewal of Certification”, the system provided an advisory statement for the applicant to consider changing if inaccurate before clicking on the start button.
To begin filling in the application, where necessary, click on the “Start” button.
The system will pre-populate the renewal application with information maintained in the certificate holders account. The example to the right currently only shows black bars covering genuine EMCT information that was obtained from an existing account holder. If there is inaccurate information, the applicant can make that change on this screen and when they click on the “Next” button, the new information is written to the account automatically updating the primary information of the account holder.
When a pre-filled screen has missing or outdated information as shown to the right. Clicking the edit button allows the applicant to provide the most current contact information should an issue arise over the application requiring Bureau contact.

By clicking on the “Next” button, the new information is written to the account automatically updating the primary information of the account holder even from the application screen.
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The applicant is offered the opportunity to upload a certification photo for a renewal application which will be inserted on the certification card, simply click on the “browse” button and the system will open your personal computer file to allow you to select an appropriate photograph. Photos should be 150 x 150 pixels in size for best results.

Once you enter a photo, it will update your account level photo as well. This is designed to keep your photograph current.
When you're ready to attach an appropriate photo to your application, simply click on the “Browse” button. This will open the files on the PC that you are using and allow you to select the photo file. Once selected, click on “Insert” or Open depending on what term your computer uses to attach the photo. You should see the file address in the profile image field.

By clicking on the “Next” button, the new information is written to the account automatically updating the primary information of the account holder even from the application screen.
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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 or make a photo change at anytime, subject to Bureau review and approval prior to posting.
This next screen will only appear to the applicant if they have not yet provided proof of right to work in the United States to the Bureau.
If the Public Benefit Eligibility screen appears to the renewal applicant and they are not certain what document qualifies as proof of eligibility, they simply have to click on the red link located in the top right of the screen. This will open a list of eligible documents.
Now that you have your eligibility document in an electronic format, click on the "Browse" button and the system will open your personal computers file where you can select the document to upload.

Again, this screen will only appear if you have not already provided this to the Bureau.
This next screen provides the applicant the ability to enter a current National Certification Organization “NCO” registration number.

This is not a required field, if the applicant has current Arizona certification.
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.

Using the Drop Down, select the conviction classification:

- Petty Offense
- Misdemeanor
- Felony
Now, the applicant must identify the criminal violation, such as Theft, DUI, Extreme DUI, Illegal Consumption, Domestic Violence, Possession of Marijuana, Burglary, etc.
The system defaults to no change in the conviction. However, if a conviction has been expunged, vacated, set aside, or reduced to a misdemeanor, the applicant will use this drop down to reflect any change to the original conviction.
In this field, the applicant will enter the court case number which appears on the court document.

For Example:
CR-2009-9868758844
In this field, the applicant will enter the date of the conviction, **NOT** the date of arrest.

This can be found near the end of the court document where the Judge signed the judgment.
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)
- Current Arizona Intermediate I-99
- Advanced EMT
- Paramedic
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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 provide 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.
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In the 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.

Lynn Snyder, Manager
(602) 364-3194

Maria Dominguez, Customer Service
(602) 364-3176

Linda Tapia, Customer Service
(602) 364-3175

Toll Free
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