



Division of Public Health Services

Office of the Assistant Director

Public Health Preparedness Services

150 N. 18th Avenue, Suite 540
Phoenix, Arizona 85007-3248
(602) 364-3150 / 1-800-200-8523
(602) 364-3566 FAX

JANICE K. BREWER, GOVERNOR

WILL HUMBLE, DIRECTOR

Important Application Information

NOTICE: If you are applying for initial EMT-Basic certification, Arizona will no longer issue initial EMT-Basic certification for applications received on or after February 6, 2013. This is based on the Basic level of Emergency Medical Care Technician certification being repealed in the new Statute on August 2, 2012 and new rules being adopted on September 20, 2012, associated with the reclassification of Emergency Medical Care Technicians.

INITIAL CERTIFICATION

BASIC LEVEL

If you hold current NREMT at the **basic level**, the applicant needs to complete one of the following before an application would meet initial certification eligibility:

1. Contact NREMT to upgrade your NREMT-Basic to the EMT level by challenging the Computer Based Test for the EMT level and re-submit the Arizona application with a current NREMT card at the EMT level; or
2. Take an Arizona approved BLS refresher course or challenge exam that includes the required transition competencies identified in the "Transition Competency Attestation" addendum located on our web site and submit the completion certificate with the application; or
3. Submit a "Transition Competency Attestation" addendum located on our web site which is signed by an Arizona Training Program Director, or Medical Director, or EMS-Fire Agency Executive. *(Applicants should be cautioned that if they attempt to sign the attestation in lieu of an authorized Training Program Director, or Medical Director, or EMS-Fire Agency Executive, that would be submitting a false document with an application and a class 4 felony).*
4. Effective October 30, 2013, all applications must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

RE-CERTIFICATION

BASIC LEVEL (Current Arizona Only)

If you are applying for re-certification at the **BASIC level (Current Arizona Only)**, the applicant is required to submit the following to the Department:

1. An application located on our web site at <http://www.azdhs.gov/bems/certification/index.htm>; and
2. A copy of current NREMT registration at the Basic level (**Current Arizona Only**); or
3. Complete the Continuing Medical Education Attestation addendum found on our web site at <http://www.azdhs.gov/bems/certification/index.htm> which includes an attestation of current certification in adult, pediatric, and infant cardiopulmonary resuscitation through instruction consistent with American Heart Association recommendations for emergency cardiovascular care by EMCTs; or
4. Successfully completing an Arizona refresher or challenge course approved by the department; and
5. If applicable, a legible copy of a document that proves your legal presence in the USA. This document can be a birth certificate, USA passport, etc. You can find other acceptable documents described in the public benefit eligibility list found on our web site at <http://www.azdhs.gov/bems/certification/index.htm>.

6. Effective October 30, 2013, all applications must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

NOTE: An individual whose Arizona certification has an expiration date within the past 30 days may apply for recertification at the same level of certification or at a lower level if the applicant submits a nonrefundable certification extension fee of \$150.00 in the form of a certified check, business check, or money order made payable to the Arizona Department of Health Services. **Personal checks are not acceptable and will be returned with the application.**

INITIAL CERTIFICATION

EMT LEVEL

NOTICE: Bureau policy prescribes that a certification manager must obtain approval before processing any Emergency Medical Care Technician applications submitted with current NREMT, if the applicant resides in a state other than Arizona.

If you are applying for initial Arizona certification at the EMT level, the applicant is required to submit the following to the Department:

1. An application located on our web site at <http://www.azdhs.gov/bems/certification/index.htm>
2. A copy of current NREMT registration at the EMT level; and
3. A legible copy of a document that proves your legal presence in the USA. This document can be a birth certificate, USA passport, etc. You can find other acceptable documents described in the public benefit eligibility list found on our web site at: <http://www.azdhs.gov/bems/certification/index.htm>
4. Effective October 30, 2013, all applications must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

RE-CERTIFICATION

EMT LEVEL

If you are applying for re-certification at the EMT level, the applicant is required to submit the following to the Department:

1. An application located on our web site at <http://www.azdhs.gov/bems/certification/index.htm>; and
2. A copy of current NREMT registration at the EMT level; or
3. Complete the Continuing Medical Education Attestation addendum found on our web site at <http://www.azdhs.gov/bems/certification/index.htm> which includes an attestation of current certification in adult, pediatric, and infant cardiopulmonary resuscitation through instruction consistent with American Heart Association recommendations for emergency cardiovascular care by EMCTs; or
4. Successfully completing an Arizona refresher or challenge course approved by the department; and
5. If applicable, a legible copy of a document that proves your legal presence in the USA. This document can be a birth certificate, USA passport, etc. You can find other acceptable documents described in the public benefit eligibility list found on our web site at: <http://www.azdhs.gov/bems/certification/index.htm>.
6. Effective October 30, 2013, all applications must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

NOTE: An individual whose Arizona certification has an expiration date within the past 30 days may apply for recertification at the same level of certification or at a lower level if the applicant submits a nonrefundable certification extension fee of \$150.00 in the form of a certified check, business check, or money order made payable to the Arizona Department of Health Services. **Personal checks are not acceptable and will be returned with the application.**

INITIAL CERTIFICATION**ADVANCED EMT LEVEL**

NOTICE: Bureau policy prescribes that a certification manager must obtain approval before processing any Emergency Medical Care Technician applications submitted with current NREMT, if the applicant resides in a state other than Arizona.

If you are applying for initial Arizona certification at the Advanced EMT level, the applicant is required to submit the following to the Department:

1. An application located on our web site at <http://www.azdhs.gov/bems/certification/index.htm>; and
2. A copy of current NREMT registration at the Advanced EMT level; and
3. A legible copy of a document that proves your legal presence in the USA. This document can be a birth certificate, USA passport, etc. You can find other acceptable documents described in the public benefit eligibility list found on our web site at <http://www.azdhs.gov/bems/certification/index.htm>
4. Effective October 30, 2013, all applications must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

RE-CERTIFICATION**ADVANCED EMT LEVEL**

If you are applying for re-certification at the Advanced EMT level, the applicant is required to submit the following to the Department:

1. An application located on our web site at <http://www.azdhs.gov/bems/certification/index.htm>; and
2. A copy of current NREMT registration at the Advanced EMT level; or
3. Complete the Continuing Medical Education Attestation addendum found on our web site at <http://www.azdhs.gov/bems/certification/index.htm> which includes an attestation of current certification in adult, pediatric, and infant cardiopulmonary resuscitation through instruction consistent with American Heart Association recommendations for emergency cardiovascular care by EMCTs and current certification in advanced emergency cardiac life support; or
4. Successfully completing an Arizona ALS refresher course approved by the department; and
5. If applicable, a legible copy of a document that proves your legal presence in the USA. This document can be a birth certificate, USA passport, etc. You can find other acceptable documents described in the public benefit eligibility list found on our web site at <http://www.azdhs.gov/bems/certification/index.htm>.
6. Effective October 30, 2013, all applications must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

NOTE: An individual whose Arizona certification has an expiration date within the past 30 days may apply for recertification at the same level of certification or at a lower level if the applicant submits a nonrefundable certification extension fee of \$150.00 in the form of a certified check, business check, or money order made payable to the Arizona Department of Health Services. **Personal checks are not acceptable and will be returned with the application.**

RE-CERTIFICATION**INTERMEDIATE '99 LEVEL (Current Arizona Only)**

If you are applying for re-certification at the Intermediate '99 level (Current Arizona Only), the applicant is required to submit the following to the Department:

1. An application located on our web site at <http://www.azdhs.gov/bems/certification/index.htm>; and
2. Complete the Continuing Medical Education Attestation addendum found on our web site at <http://www.azdhs.gov/bems/certification/index.htm> which includes an attestation of current certification in adult, pediatric, and infant cardiopulmonary resuscitation through instruction consistent with American Heart Association recommendations for emergency cardiovascular care by EMCTs and current certification in advanced emergency cardiac life support; or
3. Successfully completing an Arizona ALS refresher course approved by the department; and

4. If applicable, a legible copy of a document that proves your legal presence in the USA. This document can be a birth certificate, USA passport, etc. You can find other acceptable documents described in the public benefit eligibility list found on our web site at: <http://www.azdhs.gov/bems/certification/index.htm>.
5. Effective October 30, 2013, all applications must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

NOTE: An individual whose Arizona certification has an expiration date within the past 30 days may apply for recertification at the same level of certification or at a lower level if the applicant submits a nonrefundable certification extension fee of \$150.00 in the form of a certified check, business check, or money order made payable to the Arizona Department of Health Services. **Personal checks are not acceptable and will be returned with the application.**

INITIAL CERTIFICATION

PARAMEDIC LEVEL

NOTICE: Bureau policy prescribes that a certification manager must obtain approval before processing any Emergency Medical Care Technician applications submitted with current NREMT, if the applicant resides in a state other than Arizona.

If you are applying for initial Arizona certification at the Paramedic level, the applicant is required to submit the following to the Department:

1. An application located on our web site at <http://www.azdhs.gov/bems/certification/index.htm>
2. A copy of current NREMT registration at the Paramedic level; and
3. A legible copy of a document that proves your legal presence in the USA. This document can be a birth certificate, USA passport, etc. You can find other acceptable documents described in the public benefit eligibility list found on our web site at: <http://www.azdhs.gov/bems/certification/index.htm>
4. Effective October 30, 2013, all applications must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

RE-CERTIFICATION

PARAMEDIC LEVEL

If you are applying for re-certification at the Paramedic level, the applicant is required to submit the following to the Department:

1. An application located on our web site at <http://www.azdhs.gov/bems/certification/index.htm>; and
2. A copy of current NREMT registration at the Paramedic level; or
3. Complete the Continuing Medical Education Attestation addendum found on our web site at <http://www.azdhs.gov/bems/certification/index.htm> which includes an attestation of current certification in adult, pediatric, and infant cardiopulmonary resuscitation through instruction consistent with American Heart Association recommendations for emergency cardiovascular care by EMCTs and current certification in advanced emergency cardiac life support; or
4. Successfully completing an Arizona ALS refresher course approved by the department; and
5. If applicable, a legible copy of a document that proves your legal presence in the USA. This document can be a birth certificate, USA passport, etc. You can find other acceptable documents described in the public benefit eligibility list found on our web site at: <http://www.azdhs.gov/bems/certification/index.htm>.
6. Effective October 30, 2013, all applications must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

NOTE: An individual whose Arizona certification has an expiration date within the past 30 days may apply for recertification at the same level of certification or at a lower level if the applicant submits a nonrefundable certification extension fee of \$150.00 in the form of a certified check, business check, or money order made payable to the Arizona Department of Health Services. **Personal checks are not acceptable and will be returned with the application.**

If you are applying to downgrade your certification from Paramedic or Intermediate, the applicant is required to submit the following to the Department:

1. A written statement from your administrative medical director attesting that you are able to perform at the lower level of certification requested; or
2. If you are applying to downgrade to the EMT level, a certificate of completion, signed by the designated training program director, for:
 - A. The Arizona EMT level refresher, or
 - B. The Arizona EMT level refresher challenge examination
3. Effective October 30, 2013, all applications & forms must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

CRIMINAL HISTORY APPLICATION ADDENDUM

If you answered YES to any question in the Criminal History section of the application Information, the applicant is required to attach both of the following for each criminal conviction about which you checked YES:

1. A completed Criminal History Addendum located on our web site at <http://www.azdhs.gov/bems/certification/index.htm>; and
2. Certified copies, obtained from the convicting court, of:
 - A. Judgment of Conviction
 - B. Sentencing Documents (for original sentence and any later changes in sentence)
 - C. Order of or Dismissal from Probation (if applicable)
3. Effective October 30, 2013, all applications & forms must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

REGULATORY HISTORY APPLICATION ADDENDUM

If you answered YES to the question in Regulatory History section of the application, the applicant is required to attach the following for each EMT certification, recertification, or licensure revoked:

1. A completed Regulatory History Addendum located on our web site at <http://www.azdhs.gov/bems/certification/index.htm>; and
2. A copy of the Final Order or Administrative Ruling that included the revocation
3. Effective October 30, 2013, all applications & forms must be submitted to the Phoenix Bureau office for processing. Send all applications to: Bureau of EMS & Trauma System Certification Section, 150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248.

Certification Contact Information

Bureau of Emergency Medical Services and Trauma System Office Location

SEND ALL APPLICATIONS TO THE PHOENIX OFFICE FOR PROCESSING

Bureau of EMS & Trauma System Certification Section

150 N. 18th Ave., Suite 540

Phoenix, AZ 85007-3248

Certification Program Staff

APPLICATION QUESTION SHOULD BE DIRECTED TO ONE OF THE PHOENIX STAFF

Lynn Snyder, Manager

Maria Dominguez, CSR

Linda Tapia, CSR

Phone: (602) 364-3150

Fax: (602) 364-3566

Statewide Toll Free Number: 1-800-200-8523

Certification Program Contact

The BEMSTS offices listed above are open Monday through Friday, 8 a.m. to 5 p.m., except on state holidays. Any of our Certification Program Customer Service Representatives (CSRs) can be contacted if you require assistance. They are all trained to answer your certification questions. If the local CSR is not available, please call the toll free number for assistance. If you require assistance from the Certification Manager, please contact Lynn Snyder directly at (602) 364-3194 or snyderp@azdhs.gov.