



# Bureau of EMS and Trauma System

## Secure, Encrypted, On-Line

### EMS System

Revised 3/2019

2018

Train the Trainer  
Series  
13



2018

Train the Trainer  
Series  
13

## Upgrading Process for EMCT Level



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From your home screen, click on:  
**“Create Application”**



A screenshot of a web-based application interface. On the left, a sidebar shows a user profile for "Ella P. Public" with a yellow placeholder photo, and a list of options: "New Messages" (8), "My Certificate", "Create Application", and "My Organization(s)". A blue arrow points from the "Create Application" option to the main content area. The main area is titled "Personal Details" and "Role and Organization Assignments". It shows a "Name" tab selected, displaying "Ella P. Public" with a yellow placeholder photo. There is a "Edit Name/Photo" button at the bottom right of this section.



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This page is where you select the Application Type by clicking on the down-arrow. Then select **“Upgrade of Certification Level”**

and click **“Start”**

Start your Application

This page is compatible with current browser versions of (Internet Explorer version 11, Google Chrome, Mozilla, or Safari). Older versions of these browsers may not be compatible with the application payment section.

Pursuant to Arizona Revised Statute §41-1030:

- B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.
- D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.
- E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.
- F. This section does not abrogate the immunity provided by section 12 820.01 or 12 820.02.

In order to quickly complete your application, have the following information available:

- Your National Certification number or NREMT registration number
- Proof of your eligibility to work in the United States (usually a birth certificate or passport [Acceptable Eligibility Documents](#))
- If you have been convicted of a crime, you may be required to include a sentence and Judgment document issued by the court and signed by the judge (First-time and Renewal Applications require this information).
- If you have been revoked in another state within 5 years of the application, you will be required to up-load that state's final revocation document. By having these documents available and already scanned on your computer you will be able to proceed through the application process with minimal disruption.

Start your Application

App Type

\* Please Note: Some Application Types will not be available to you depending on the status and level of your Certificate



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On the first page, confirm your name and update your photo if you wish; if not click **"Skip."**

If you need to add or update the photo, use the **"Browse"** button to change or add a photo for your certification card, then click **"Next"**.

Confirm your Profile Image and Personnel Detail

Applicant Profile Image

Ella P. Public



This photograph will be used on your EMCT certification card. It should be a recent color photograph of you alone (150x150 pixels in size). Please make sure to crop the photograph so that your head and shoulders are prominent. The photograph should be clear with a full front view of your face, a neutral facial expression (preferred) or a natural smile with both eyes open. BEMSTS evaluates all photographs to ensure they are appropriate for EMCT certification cards.

Profile Image

Military Veteran 

Military Veteran  Yes  No

Skip Next



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Next, confirm that your **email address** is up-to-date and correct, then press **“Next”**.

Confirm your Contact Email Address

Applicant Email Address

Please confirm your email address (in case we need to contact you regarding your application)

Email Address \*

Confirm Email \*

A small, purple, cartoon-style character with a smiling face, two arms, and two legs. It has a large, light-purple arrow pointing upwards from its left side.

A large, solid blue arrow pointing diagonally downwards and to the right, indicating the direction to click the "Next" button.

Next



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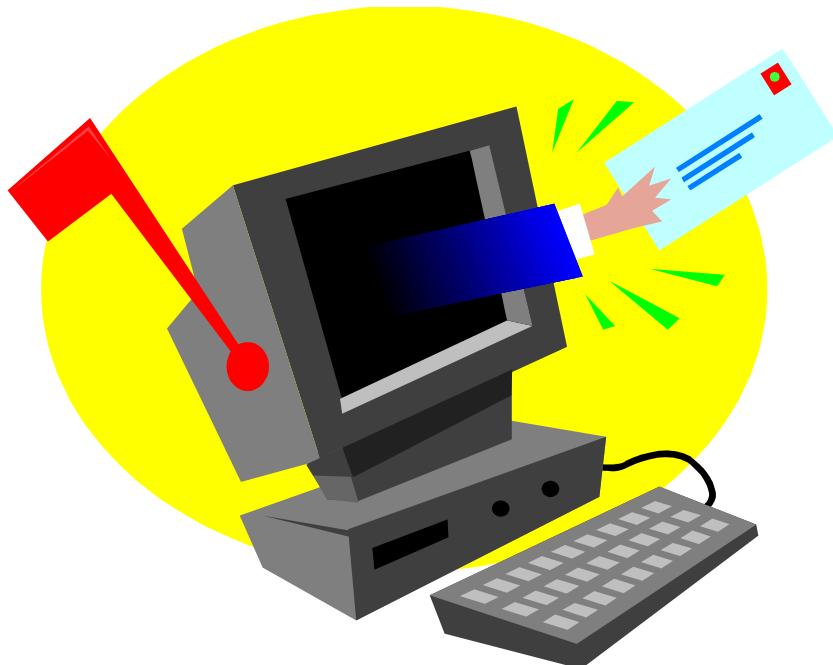
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It is very important to keep email addresses for your account up to date, as the Bureau will send out messages related to your account, applications submitted, changes to your certification, and training opportunities provided solely for the Arizona EMS Community.



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On this screen you can confirm that your **address** is up-to-date and correct, as your certification card will be mailed to this address.

Then Press **“Next.”**

Confirm your Address

Applicant Address

Your Certificate ID Card and other relevant documents will be sent to this address

Address Type \*

Zip Code \*

Addr 1 \*

Addr 2

City \*

State \*



Next



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Next, the right to work in the United States screen will appear until the applicant has attached a copy of an acceptable eligibility document to the account. You must click on **"Yes"** if you are eligible to work in the United States. Then enter the city of Birth and State/Province of Birth.

Acceptable documents can be viewed by clicking on the **"Acceptable Eligibility Documents"** hyperlink in the upper right corner.

**Social Security cards are not acceptable documents to prove eligibility.**

Click the link below to preview the Public Benefit Eligibility List:

<https://www.azdhs.gov/documents/preparedness/emergency-medical-services-trauma-system/certification/PublicBenefitEligibilityRequirements.pdf>

A screenshot of a web-based application form titled "Enter Details on Eligibility" for "Public Benefits Eligibility". The form includes fields for "City of Birth", "State/Province of Birth" (with a note about born in a country other than USA, Mexico and Canada), and "Country/Territory of Birth" (set to "United States"). A blue arrow points to the "Yes" radio button for the question "Are you eligible to work in the United States?". A red "Acceptable Eligibility Documents" link is in the top right. A red cartoon character with an upward arrow is also present. The bottom section contains a "Documentation on Public Benefits Eligibility" field with a "Browse..." button and a "Next" button.

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This screen is the “Educational Attestation” screen. Here you will select “NREMT Registration” and below you will enter the NCO Certificate Number, NCO Expiration Date and NCO Registration Level as shown to your right.

Enter Details on NREMT Registration

NCO Detail

NCO Registration Level \* Paramedic

NCO Certificate Number \* M5555555

NCO Expiration Date \* 03/31/2019

Next



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**This section of the application is the Conviction/Sentence Status.**

**Be cautious, and make sure the responses are accurate!**

Answer Conviction / Sentence Status Questionnaire

Conviction / Sentence Status

Yes  No Are you currently incarcerated for a criminal conviction?

Yes  No Are you currently on a supervised release for a criminal conviction?

Yes  No Are you currently on parole for a criminal conviction?

Yes  No Are you currently on probation for a criminal conviction?

[Next](#)



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This 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.

Enter Details on Criminal Offense

Criminal History Addendum(s)

Please specify details related to your YES answer from the previous question

Within 10 years before the date of filing for this application, have you been convicted of any of the following crimes, or any similarly defined crime, in Arizona or in any other state or jurisdiction?

- 1st or 2nd degree murder
- Attempting 1st or 2nd degree murder
- Sexual assault
- Attempted sexual assault
- Sexual abuse of a minor
- Attempting sexual abuse of a minor
- Sexual exploitation of a minor
- Attempting sexual exploitation of a minor
- Commercial sexual exploitation of a minor
- Attempting commercial sexual exploitation of a minor
- Molestation of a child
- Attempting molestation of a child

Crime Classification: Petty Offense

Crime of which convicted:

Current Conviction Status: No Change

Court Case Number:

Court Name:

Date of Conviction:

Convicting Court Address:

Address Type: Main Office

Zip Code:

Addr 1:

Addr 2:

City:

State: Arizona

Fine Amount (If there was one):

Please provide official court documentation showing all relevant legal details on the offense.

Documentation on Criminal Offense:

Add Another Criminal History Addendum to this Question



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**This section of the application is the “Regulatory Actions” question.**

**Be cautious, and make sure the responses are accurate!**

Answer Adverse Action Questionnaire

Regulatory Actions

Yes  No Within 5 years before the date of filing this application, have you had an EMT certification, recertification, or licensure revoked in any other state or jurisdiction?

Next



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This screen is the "Certification Upgrade Questionnaire". Select the level of certification you are upgrading to by clicking on the down-arrow. There are two upgrade options:

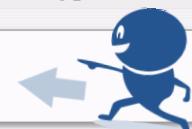
- Advanced-EMT
- Paramedic

Below you will see information regarding your current certification.

Enter Details on Upgrade Application

### Certification Upgrade Questionnaire

Requested Certification Upgrade Level \*



Current Certification Details

AZ Certification Number: E51085319  
AZ Certification Level: EMT  
Certificate Status: Active  
Additional Status:  
Approval Date: 11/28/2018 12:00:00 AM  
Effective Date: 11/28/2018 12:00:00 AM  
Expiration Date: 12/3/2018 12:00:00 AM



Next



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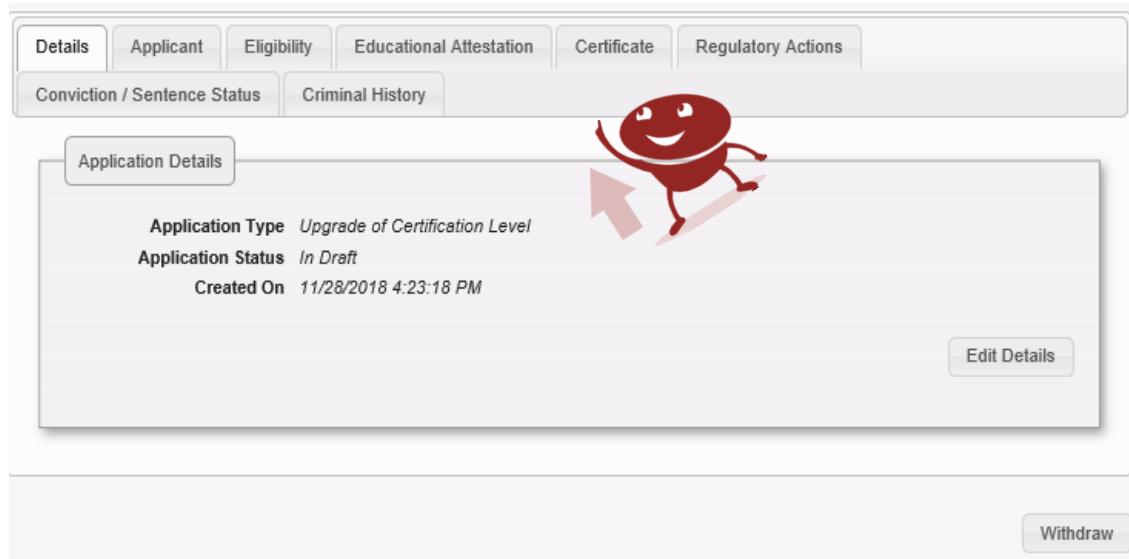
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**The applicant is in the home stretch now and is being provided an opportunity to review the information provided prior to submitting the application to the Bureau for review.**

**By clicking on each of the **tabs**, the applicant may review the information and make any changes necessary.**

A screenshot of a web-based application interface for an EMS application. At the top, there is a navigation bar with tabs: Details, Applicant, Eligibility, Educational Attestation, Certificate, and Regulatory Actions. Below the navigation bar, there are two sub-tabs: Conviction / Sentence Status and Criminal History. A large red cartoon character with a smiling face and arms is positioned on the right side of the screen, pointing upwards. The main content area is titled "Application Details" and contains the following information:

- Application Type: Upgrade of Certification Level
- Application Status: In Draft
- Created On: 11/28/2018 4:23:18 PM

At the bottom right of the content area, there is a "Withdraw" button. At the bottom right of the entire interface, there is an "Edit Details" button.



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Once the applicant is satisfied with the application content, the applicant can click on the **“Submit Application”** button.

**NOTE: It is the responsibility of each individual to recertify every two years before the expiration of current certification.**

Finish Your Application!

I confirm that the answers given in this Application are true and correct

*I, the undersigned hereby declare - under penalty of perjury as defined in Arizona Revise Statute (A.R.S.) § 13-2702(A)(2) (a class 4 felony) - that the answers I have given in this Application are true and correct*



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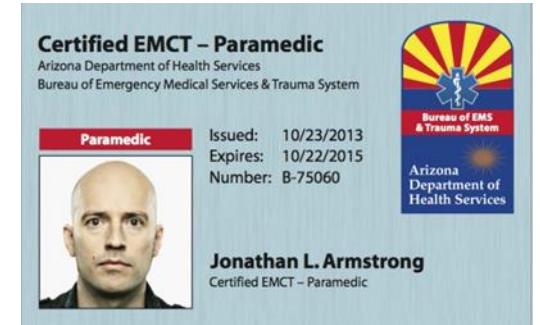
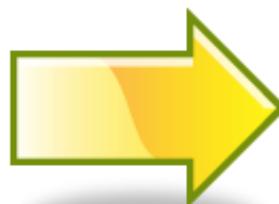
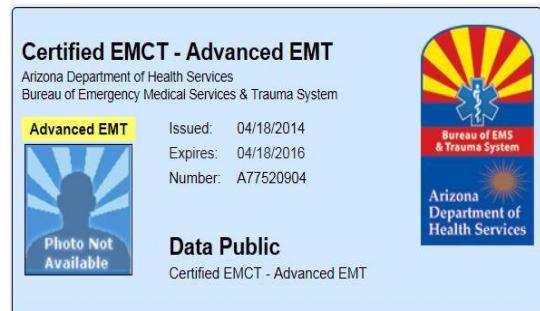
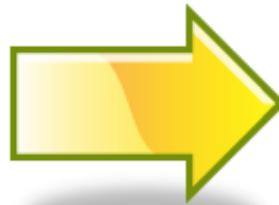
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Until such time as the EMCT completes a full two-year renewal cycle, the following will be displayed in lieu of a photograph.



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### When Will My Upgrade Be Activated?

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

The approval turn around time is estimated to be between 5 to 10 business days.

Bureau Certification staff will review your application during normal business hours (M-F, 8-5) excluding weekends and state holidays.



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Please feel free to contact the Bureau's certification main number for assistance during normal State of Arizona business hours (M-F, 8-5):

**Certification Main Number**  
**602-364-3150**

**Toll Free**  
**(800) 200-8523**

**Maria Dominguez, Manager**

**Kathleen Rodriguez, Customer Service Representative**

\*During normal business hours, excluding state holidays and weekends.



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