



# 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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# Bureau of EMS and Trauma System

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



Ella P. Public

(8) New Messages

My Certificate

Create Application

My Organization(s)

Personal Details Role and Organization Assignments

Name Details Address Logon Credentials

Name

Ella P. Public

Edit Name/Photo



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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

Start

\* 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  Browse...

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 \*

Next



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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 \* Home

Zip Code \* 85007

Addr 1 \* 150 N. 18th Ave.

Addr 2

City \* Phoenix

State \* Arizona

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>

Enter Details on Eligibility

Public Benefits Eligibility

☐ Yes ☒ No Are you eligible to work in the United States?

City of Birth \*

State/Province of Birth \* (if born in a country other than USA, Mexico and Canada, please leave this field as 'None')  
None

Country/Territory of Birth \* United States

Acceptable Eligibility Documents

Please provide documentation showing proof of public benefits eligibility. You must click on the Browser button to upload document.

Documentation of Public Benefits Eligibility  Browse...

Next



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

Browse...

Add Another Criminal History Addendum to this Question

Next



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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?

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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 \* **Paramedic** ▼

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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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.

The screenshot shows a web application interface with several tabs at the top: Details, Applicant, Eligibility, Educational Attestation, Certificate, Regulatory Actions, Conviction / Sentence Status, and Criminal History. The 'Application Details' tab is selected and highlighted. Below the tabs, the 'Application Details' section displays the following information:

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

An 'Edit Details' button is located at the bottom right of the 'Application Details' section. A 'Withdraw' button is located at the bottom right of the entire interface.



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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 Revised 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*

Submit Application



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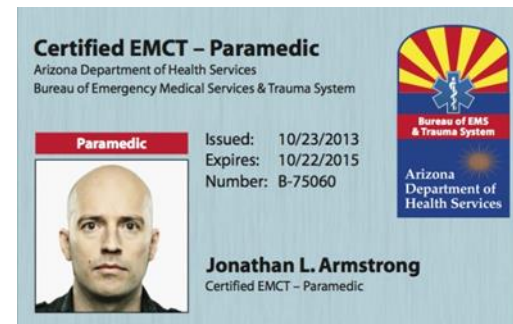
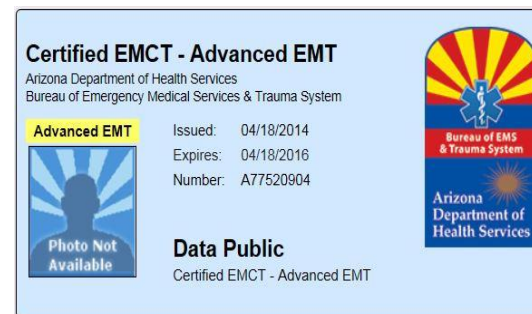
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Until such time as the EMCT completes a full two-year renewal cycle, the following will be displayed in lieu of a photograph.



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.



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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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*The End*



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