

# GET PLUGGED IN

Revised 5/2018



## Web-Based Certification System



### On-Line EMCTs Profile Search

Always wanted to check an EMCT's certification on-line? This service will provide secure up-to-date certification profiles on more than 25,000 EMCTs "Emergency Medical Care Technicians" at all levels.

The on-line profiles display the date of issuance, expiration, level, and certification status.

The profiles will display adverse disciplinary action history associated with an EMCT in the past five years.

The public and EMS community will now have real time access to limited adverse regulatory action information such as the date of the action, the type of action and the investigative case number assigned.

In addition, it will provide EMS employers with secure access to up-to-date certification status reports on all EMCTs who listed them as the primary or secondary EMS employer.

Simply go to <https://ems.azdhs.gov/> then begin by entering an EMCT's first and last name or just the Arizona certification number or any combination and click search. It's just that easy!

### Existing EMCTs Accessing the System

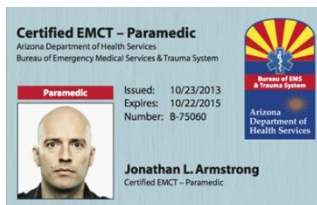
You must create an account with the Bureau to begin any application submission process. If you are currently Arizona certified, you simply have to access your existing information using the same path as an initial user.



Simply go to <https://ems.azdhs.gov/> then click on "Register". The system will have the individual complete several fields to begin matching the certificate holder to the existing account.

Once the system has matched the certificate holder to the account, the certificate holder will enter a current email address and create a user login name and password. Make sure you **write it down** as you will need it to log in to your account.

Once you are in your account, you will need to review the information and make any updates. At any time, a user can add a photo to the account which will be attached to the certification card.



### Creating an Initial Account

If you are a first time applicant for Emergency Medical Care Technician certification, you must create an account with the Bureau and have it activated by Bureau certification staff to begin any application submission process.

Before you move forward to register and create your account, you should take the time to develop and write down a unique password as you will need to enter the password twice when you proceed to the next screen. Your password must be a mix of numbers, symbols, *(The symbols to be used are the*

*ones above the number keys 1 – 0 as these are the only symbols that are accepted by the system), upper and lower case letters (at least one of each), and between 8 and 20 characters in length.*

Prior to submitting any application, you will need a scanned copy of your eligibility document showing the right to work in the United States; usually a passport or birth certificate. If you have been convicted of a crime in the prior two years you will also need a scanned copy of the sentence and judgment court document signed by the judge. All of these documents will be uploaded in the new system during some application processes.

When you are ready, follow these steps:

1. Simply go to <https://ems.azdhs.gov/> and select Register; next
2. Read the introduction page and when ready, click on "Continue Registration"; next
3. As each screen is displayed, notice that any required field is in red and if left blank it will not allow the applicant to proceed. All error messages will be located at the top of the screen.
4. Applicants can observe the progress of the registration process at the bottom left of each screen which shows a green check mark for the current page and yellow triangles for each page yet to be completed.
5. When you get to the final page, click on the "Submit" button. Bureau staff will then review and activate your account during normal business hours. (M-F, 8-5).

Once your account is activated, you can submit applications, request renewal extensions, name changes, duplicate cards if you lose yours, and generally update your contact information.

**Keep your email address 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 Arizona Emergency Medical Care Technicians at all levels.

## Renewal Extension Fees

As provided for in A.R.S. § 36-2202(H), if an Applicant submits an application for recertification, with a certification extension fee, within 30 days after the expiration date of the applicant's EMCT certification, the applicant will now pay the **non-refundable** or **disputable** \$150.00 renewal extension fee by credit or debit card on-line as part of the application process.



Should you have questions, or issues with the on-line system, please feel free to contact the Bureau certification staff for assistance.  
(M-F, 8-5).



Certification Main Switchboard  
(602) 364-3150



Toll Free  
(800) 200-8523



Kathleen Rodriguez, Customer Service Representative (602) 364-3175



Maria Dominguez, Manager  
602-364-3176

## “Remember”

**It is the responsibility of each individual certificate holder to ensure timely renewal every two years prior to expiration.**

**[EMCT renewal applications are accepted as early as 90 days prior to expiration date.]**

Arizona Administrative Code (“AAC”) R9-25-401(A) prohibits an individual from acting in the capacity of an EMCT unless the individual has current certification or recertification from the Department.



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