



# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System

# 2014

Train the Trainer  
Series

4



# 2014

Train the Trainer  
Series

4

## Submitting A Renewal EMCT Application



*Health and Wellness for all Arizonans*



## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



### 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





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



### What EMCT Applications Are Accepted By The Bureau?

*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**





# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



## How Do I Submit An Application?

**Step 1:** Simply go to  
[www.azdhs.gov/bems](http://www.azdhs.gov/bems)  
On the left side of the  
Bureau Web Page  
Select:

**“Online Services”**

Arizona Department of Health Services  
Health and Wellness for All Arizonans

Home About News A to Z Index Contact En Español Enter Search Term(s)

Public Health Preparedness Home  
Bureau of Emergency Medical Services & Trauma System Home  
Online Services  
News & Publications  
Bureau Graph Gallery  
EMCT Certification  
Training Program  
Ambulance Program  
EMS Investigations  
Community Paramedicine  
ALS Base Hospitals  
AZ SHARE  
Trauma Programs  
Data & Quality Assurance  
EMS Advisory Groups  
Regulatory References  
Drug Profiles  
Additional Resources

Bureau of Emergency Medical Services & Trauma System

Arizona System Strategic Plan  
1 - A Four Part Series by Will Humble, ADHS Director  
Services and Trauma System Strategic Plan

 Learn how to obtain any level of EMCT certification in Arizona. EMCT Certification	 Emergency Medical Technician (EMT) training courses. Training Program	 Regulatory information about air and ground ambulance companies. Ambulance Program	 Actions against Emergency Medical Service providers. EMS Investigations
 Certification of Advanced Life Support (ALS) base hospitals. Base Hospitals	 Designation of Arizona trauma centers at varying levels. Trauma Programs	 Data from designated trauma centers and EMS agencies. Data & QA	 Our public advisory councils, committees, and boards. EMS Advisory Groups



# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



**Once your Account is Activated**

**Step 2:** On the new  
On-line Services Page,  
enter your user name  
and password.

**Click Login**



Arizona Department of Health Services  
Health and Wellness for All Arizonans

Search AZDHS

Home Contact EMCT Profile Search Login

Division of Public Health Services  
Bureau of Emergency Medical Services & Trauma System

Register

Welcome to the Bureau of EMS and Trauma Systems Automated On-line Services website.

The Bureau has provided several on-line services for the public and EMS community using a web-based automated system.

- Use the **EMCT Profile Search** feature found at the top or left side to perform a certificate profile search for an Emergency Medical Care Technician.

The Bureau has automated the certification process which offers more coordinated, reliable and convenient services to Emergency Medical Care Technician's throughout the state which is consistent with the mission of the Bureau to "protect the health and safety of people requiring emergency medical services; promote improvements in Arizona's EMS and trauma system.

- Use the **Login** feature below if you are currently certified in Arizona, as you are already a registered user for this system. Once logged in you will be able to submit a recertification renewal application for any offered level of Emergency Medical Care Technician which includes EMT; Advanced EMT; EMT-I'99; or Paramedic.
- Use the **Create Account** feature to become a registered user and submit an initial application for several offered levels of Emergency Medical Care Technician which includes EMT; Advanced EMT; or Paramedic.

Login Prompt

Logon Name \*

Logon Password \*

Login

Forgot your password? [Reset Password](#)





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



**Step 3:** Once on your Home screen, select “Create Application”

Arizona Department of Health Services  
Health and Wellness for All Arizonans

Search AZDHS

AZ.GOV

Home Contact BEMSTS Search Logout

Division of Public Health Services  
Bureau of Emergency Medical Services & Trauma System

Image Not Available

Sally Public

Messages

My Certificate

Create Application

My Organization(s)

Personal Details Role & Assignments

Name Department Logon Account

Name

Sally Public

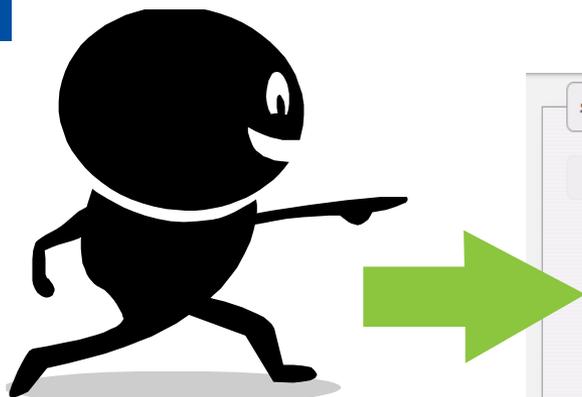
Edit Name Details

Certificate Details





# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.

Start an Application

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

- Your National Certification 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

Application Type

Start

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



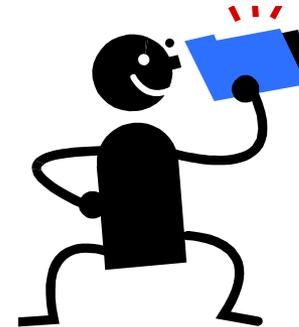
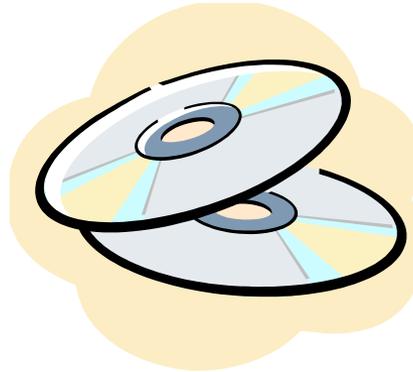


## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



### 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 up-load it in the account section of the Bureau system.



**The Bureau Does Not Take  
Photo's at the Bureau Offices**





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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

Start an Application

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

- Your National Certification 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

Application Type   

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





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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

Start an Application

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

- Your National Certification 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

Application Type

Applicant requests to Renew existing level of Certification that is nearing expiration

Start

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





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



To begin filling in the application, where necessary, click on the “Start” button

Start an Application

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

- Your National Certification 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

Application Type

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





# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.**

Applicant Contact Details

 Sally Public

**First Name \*** Sally

Initials

**Last Name \*** Public

Suffix

**Date of Birth \*** 10-99-2010

**SSN / TIN \*** 888-88-8888

**Gender \*** Male

**Phone Number \***

**Phone Number Type \*** Other

Extension

**Email Address \*** none@domain.com

**Confirm Email \*** none@domain.com

**Address Type \*** Home

**Addr 1 \*** 12345 W. Adams

Addr 2

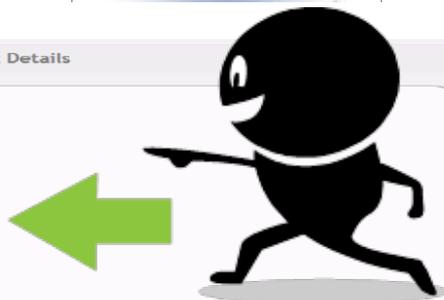
**City \*** Phoenix

**State \*** Arizona

**Zip Code \***

Zip Plus

Profile Image





# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



When a pre-filled screen has missing or out dated information as show 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.

Applicant Contact Details

 Sally Public

**First Name \*** Sally

Initials

**Last Name \*** Public

Suffix

**Date of Birth \*** 10-99-2010

**SSN / TIN \*** 888-88-8888

**Gender \*** Male

**Phone Number \***

**Phone Number Type \*** Other

Extension

**Email Address \*** none@domain.com

**Confirm Email \*** none@domain.com

**Address Type \*** Home

**Addr 1 \*** 12345 W. Adams

Addr 2

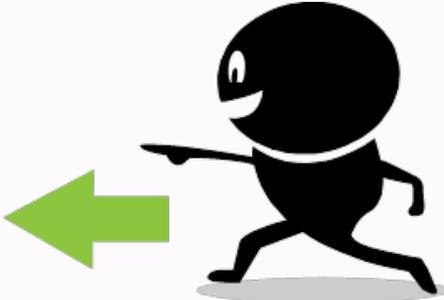
**City \*** Phoenix

**State \*** Arizona

**Zip Code \***

Zip Plus

Profile Image





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.



## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



When your 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.

Applicant Contact Details

	Sally Public
<b>First Name *</b>	Sally
Initials	
<b>Last Name *</b>	Public
Suffix	
<b>Date of Birth *</b>	10-99-2010
<b>SSN / TIN *</b>	888-88-8888
<b>Gender *</b>	Male
<b>Phone Number *</b>	
<b>Phone Number Type *</b>	Other
Extension	
<b>Email Address *</b>	none@domain.com
<b>Confirm Email *</b>	none@domain.com
<b>Address Type *</b>	Home
<b>Addr 1 *</b>	12345 W. Adams
Addr 2	
<b>City *</b>	Phoenix
<b>State *</b>	Arizona
<b>Zip Code *</b>	
Zip Plus	
<b>Profile Image</b>	http://Z;/ my photo <input type="button" value="Browse..."/>



A black cartoon character with a large head and a white neck, pointing its right hand towards the "Profile Image" field in the form. A large green arrow points from the character towards the "Profile Image" field.



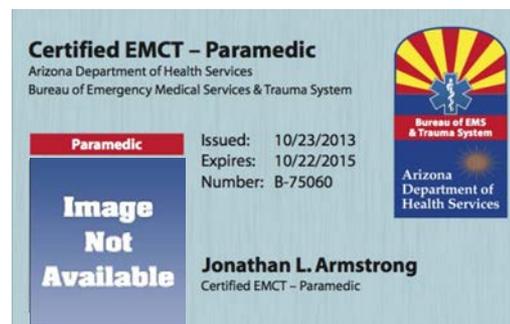
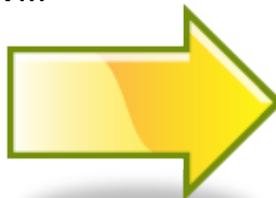
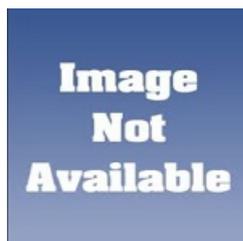


# Bureau of EMS and Trauma System

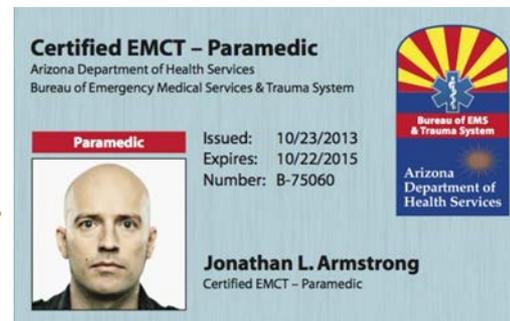
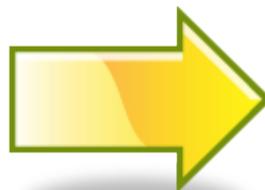
## Secure, Encrypted, On-Line EMS Services System



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.





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.

Enter Eligibility Details

Public Benefits Eligibility

[Acceptable Eligibility Documents](#)

Yes  No

Are you eligible to work in the United States?

City of Birth \*

State/Province of Birth \*

Country/Territory of Birth \*

Eligibility Documentation

Steps remaining in creating this application:

- Public Benefits Eligibility
- NCO Detail
- Criminal History





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.

Initial Certification (In Draft)

Public Benefits Eligibility

[Acceptable Eligibility Documents](#)

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

City of Birth \*

State/Province of Birth \* Arizona

Country/Territory of Birth \* United States

Document Eligibility Documentation



Steps Remaining in this Application:

- Public Benefits Eligibility
- Criminal History
- Regulatory Actions
- Initial Application Questionnaire
- Review & Submit



## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.

Initial Certification (In Draft)

Public Benefits Eligibility

[Acceptable Eligibility Documents](#)

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

City of Birth \*

State/Province of Birth \* Arizona

Country/Territory of Birth \* United States

Document Eligibility Documentation



Steps Remaining in this Application:

- Public Benefits Eligibility
- Criminal History
- Regulatory Actions
- Initial Application Questionnaire
- Review & Submit





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.**

Enter Nco Details

NCO Detail

National Certification Organization Type \* NREMT

NCO Registration Level \* Paramedic

NCO Certificate Number \* P56841232

NCO Expiration Date \* 03/31/2016

Upload AZ training program certificate of completion (only for type 'T', 'B', or 'P' certificate numbers) F:\2014 Files\On-Line Ap Browse...

Next

Withdraw/Cancel Application

Steps remaining in creating this application:

- ✓ NCO Detail
- ⚠ Criminal History
- ⚠ Regulatory Actions
- ⚠ Initial Application Questionnaire
- ⚠ Application Summary





# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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!**



Answer Criminal History Questionnaire

Criminal History

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?

Yes  No 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

Yes  No Within 10 years before the date of filing for this application, have you been convicted of any of the following committed against a minor under 15 years of age (a dangerous crime against children as defined in A.R.S. 13-604.01(M))?

- 2nd degree murder
- Aggravated assault resulting in serious physical injury or involving the discharge, use, or threatening exhibition of a deadly weapon or dangerous instrument
- Sexual assault
- Molestation of a child
- Sexual conduct with a minor
- Commercial sexual exploitation of a minor





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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**

"Within 2 years before the date of filing this application, have you been convicted, in Arizona or in any other state or jurisdiction, of a misdemeanor involving:"

- Driving or being in physical control of a vehicle while under the influence of an intoxicating liquor, dangerous drug, or narcotic drug
- Possession, use, administration, acquisition, sale, manufacture, or distribution of an intoxicating liquor, dangerous drug, or narcotic drug

**Crime Classification \*** Petty Offense 

**Crime of which convicted \***

— +

**Current Conviction Status \*** No Change

Court Case Number

**Date of Conviction \***

**Convicting Court Address \***

**Address Type \*** Main Office

**Addr 1 \***

**Addr 2 \***

**City \***

**State \*** none

**Zip Code \***

**Zip Plus \***

**Fine Amount (if there was one)**

**Document Documentation on Criminal Offense**

Next





# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



Now, the applicant must identify the criminal violation, such as Theft, DUI, Extreme DUI, Illegal Consumption, Domestic Violence, Possession of Marijuana, Burglary, etc

"Within 2 years before the date of filing this application, have you been convicted, in Arizona or in any other state or jurisdiction, of a misdemeanor involving:"

- Driving or being in physical control of a vehicle while under the influence of an intoxicating liquor, dangerous drug, or narcotic drug
- Possession, use, administration, acquisition, sale, manufacture, or transportation of an intoxicating liquor, dangerous drug, or narcotic drug

Crime Classification \* Petty Offense ▾

Crime of which convicted \*

Current Conviction Status \* No Change ▾

Court Case Number

Date of Conviction \*

Convicting Court Address \*

Address Type \* Main Office ▾

Addr 1 \*

Addr 2

City \*

State \* none ▾

Zip Code \*

Zip Plus

Fine Amount (if there was one)

Document Documentation on Criminal Offense

Browse...

Next





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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**

"Within 2 years before the date of filing this application, have you been convicted, in Arizona or in any other state or jurisdiction, of a misdemeanor involving:"

- Driving or being in physical control of a vehicle while under the influence of an intoxicating liquor, dangerous drug, or narcotic drug
- Possession, use, administration, acquisition, sale, manufacture, or transportation of an intoxicating liquor, dangerous drug, or narcotic drug

Crime Classification \* Petty Offense ▾

Crime of which convicted \*

Current Conviction Status \* No Change ▾ ← 

Court Case Number

Date of Conviction \*

Convicting Court Address \*

Address Type \* Main Office ▾

Addr 1 \*

Addr 2

City \*

State \* none ▾

Zip Code \*

Zip Plus

Fine Amount (if there was one)

Document Documentation on Criminal Offense  Browse...

Next





# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



In this field, the applicant will enter the court case number which appears on the court document.

For Example:

**CR-2009-9868758844**

"Within 2 years before the date of filing this application, have you been convicted, in Arizona or in any other state or jurisdiction, of a misdemeanor involving:"

- Driving or being in physical control of a vehicle while under the influence of an intoxicating liquor, dangerous drug, or narcotic drug
- Possession, use, administration, acquisition, sale, manufacture, or transportation of an intoxicating liquor, dangerous drug, or narcotic drug

Crime Classification \* Petty Offense ▾

Crime of which convicted \*

Current Conviction Status \* No Change ▾

Court Case Number

Date of Conviction \*

Convicting Court Address \*

Address Type \* Main Office ▾

Addr 1 \*

Addr 2 \*

City \*

State \* none ▾

Zip Code \*

Zip Plus

Fine Amount (if there was one)

Document Documentation on Criminal Offense  Browse...

Next





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.

"Within 2 years before the date of filing this application, have you been convicted, in Arizona or in any other state or jurisdiction, of a misdemeanor involving:"

- Driving or being in physical control of a vehicle while under the influence of an intoxicating liquor, dangerous drug, or narcotic drug
- Possession, use, administration, acquisition, sale, manufacture, or transportation of an intoxicating liquor, dangerous drug, or narcotic drug

Crime Classification \* Petty Offense ▾

Crime of which convicted \*

Current Conviction Status \* No Change ▾

Court Case Number

Date of Conviction \*

Convicting Court Address \*  
Address Type \* Main Office ▾

Addr 1 \*

Addr 2 \*

City \*

State \* none ▾

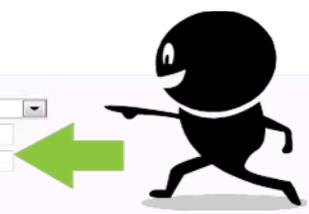
Zip Code \*

Zip Plus

Fine Amount (if there was one)

Document Documentation on Criminal Offense  Browse...

Next





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.

"Within 2 years before the date of filing this application, have you been convicted, in Arizona or in any other state or jurisdiction, of a misdemeanor involving:"

- Driving or being in physical control of a vehicle while under the influence of an intoxicating liquor, dangerous drug, or narcotic drug
- Possession, use, administration, acquisition, sale, manufacture, or transportation of an intoxicating liquor, dangerous drug, or narcotic drug

Crime Classification \* Petty Offense ▾

Crime of which convicted \*

Current Conviction Status \* No Change ▾

Court Case Number

Date of Conviction \*

Convicting Court Address \*

Address Type \* Main Office ▾

Addr 1 \*

Addr 2

City \*

State \* none ▾

Zip Code \*

Zip Plus

Fine Amount (if there was one)

Document Documentation on Criminal Offense  Browse... 

Next





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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!**

Answer Regulatory 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

Withdraw/Cancel Application

Steps remaining in creating this application:

- ✓ Regulatory Actions
- ⚠ Initial Application Questionnaire
- ⚠ Application Summary





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.

Enter Regulatory Action Details

Regulatory Action Addendum(s)

Type of Regulatory Action \* Select Action Type

Administrative Case Number \*

Date Action Begins

Date Action Ends

Current Status of Regulatory Action \*

Restrictions

Enter Comments

Document Regulatory Action Documentation

Browse...

Next





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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

Enter Application Details

Initial Application Questionnaire

AZ Certification Level Requested \* Select Certification Level

I confirm that the answers given are true and correct \*

Next

Withdraw/Cancel Application

Steps remaining in creating this application:

- ✓ Initial Application Questionnaire
- ⚠ Application Summary





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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

Enter Application Details

Initial Application Questionnaire

AZ Certification Level Requested \* Select Certification Level ▾

I confirm that the answers given are true and correct \*

Next

Withdraw/Cancel Application

Steps remaining in creating this application:

- ✓ Initial Application Questionnaire
- ⚠ Application Summary



## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.

The screenshot shows the Arizona Department of Health Services website interface. The header includes the department name, tagline "Health and Wellness for All Arizonans", a search bar, and the AZ.GOV logo. Navigation tabs include Home, Contact, BEMSTS Search, and Logout. A sidebar on the left shows a user profile for "Sally Public" with a "PHOTO NOT AVAILABLE" icon and links for Messages and Application. The main content area features a tabbed interface with "Details", "Applicant", "Eligibility", and "NCO" tabs. A green arrow points to the "Applicant" tab. Below the tabs is an "Application Details" section with the following information:

Application Type	Initial Certification
Application Status	In Draft
Date Application Created	1/21/2014
AZ Certification Level Requested	Arizona Basic
I confirm that the answers given are true and correct	Yes

Buttons for "Withdraw Application" and "Submit Application" are located at the bottom of the application details section. A cartoon character is running across the top of the application details area.





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.**

The screenshot shows the Arizona Department of Health Services website. The header includes the department name, tagline 'Health and Wellness for All Arizonans', a search bar, and navigation links for Home, Contact, BEMSTS Search, and Logout. The main content area displays 'Application Details' for an applicant. The details include:

- Application Type: Initial Certification
- Application Status: In Draft
- Date Application Created: 1/21/2014
- AZ Certification Level Requested: Arizona Basic
- I confirm that the answers given are true and correct: Yes

A green arrow points to the 'Application Status' field. A cartoon character is visible on the right side of the details box. At the bottom of the page, there are buttons for 'Withdraw Application' and 'Submit Application'.





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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

The screenshot shows the Arizona Department of Health Services (AZDHS) website interface for the Bureau of EMS and Trauma System. The header includes the AZDHS logo, the text "Arizona Department of Health Services Health and Wellness for All Arizonans", a search bar for "AZDHS", and the "AZ.GOV" logo. Navigation links for "Home", "Contact", "BEMSTS Search", and "Logout" are present. The main content area displays "Application Details" for a user named Sally Public. The details include:

- Application Type: Initial Certification
- Application Status: In Draft
- Date Application Created: 1/21/2014
- AZ Certification Level Requested: Arizona Basic
- I confirm that the answers given are true and correct: Yes

At the bottom of the application form, there are two buttons: "Withdraw Application" and "Submit Application". A green arrow points to the "Submit Application" button, which is accompanied by a cartoon character.





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



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.

Details Applicant Eligibility NCO

Application Details

Application Type	Initial Certification
Application Status	Pending
Date Application Created	1/21/2014
AZ Certification Level Requested	Paramedic
I confirm that the answers given are true and correct	Yes

Withdraw Application





# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



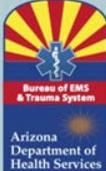
When the new system launches, there will be a new look for certification cards issued to our Emergency Medical Care Technicians. Here's a sneak peek:

**Certified EMCT – Arizona Basic**  
Arizona Department of Health Services  
Bureau of Emergency Medical Services & Trauma System

**Arizona Basic** Issued: 10/23/2013  
Expires: 10/22/2015  
Number: B-75060



**Jonathan L. Armstrong**  
Certified EMCT – Arizona Basic

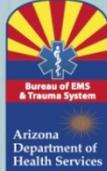


**Certified EMCT – EMT**  
Arizona Department of Health Services  
Bureau of Emergency Medical Services & Trauma System

**EMT** Issued: 10/23/2013  
Expires: 10/22/2015  
Number: B-75060



**Jonathan L. Armstrong**  
Certified EMCT – EMT



**Certified EMCT – Advanced EMT**  
Arizona Department of Health Services  
Bureau of Emergency Medical Services & Trauma System

**Advanced EMT** Issued: 10/23/2013  
Expires: 10/22/2015  
Number: B-75060



**Jonathan L. Armstrong**  
Certified EMCT – Advanced EMT



**Certified EMCT – Intermediate '99**  
Arizona Department of Health Services  
Bureau of Emergency Medical Services & Trauma System

**Intermediate '99** Issued: 10/23/2013  
Expires: 10/22/2015  
Number: B-75060



**Jonathan L. Armstrong**  
Certified EMCT – Intermediate '99

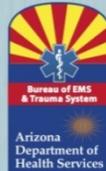


**Certified EMCT – Paramedic**  
Arizona Department of Health Services  
Bureau of Emergency Medical Services & Trauma System

**Paramedic** Issued: 10/23/2013  
Expires: 10/22/2015  
Number: B-75060



**Jonathan L. Armstrong**  
Certified EMCT – Paramedic





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



**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  
(800) 200-8523**



*Health and Wellness for all Arizonans*