



GLENDALE COMMUNITY COLLEGE

Rev. 9/08

Congratulations! You are about to complete the EMT Basic training program. In order for you to obtain your EMT-B certification, you will need to do the following:

1. Complete on online National Registry application process. To begin, go to www.NREMT.ORG. You will find a link at the top of the NR web site with instructions on how to complete the application. Make sure you select GCC as your training program (program code 00033) and select your EMT instructor's name from the drop down menu. You can complete the application while still in EMT class. Once you finish EMT class, including EMT104AA, GCC will notify the NR that you are eligible to sign up for the NR exam.
2. Complete the AZ Application for Certification with your instructor in class. If you have any criminal history to disclose, you will need to complete additional paperwork. See your instructor for information. The AZ application is also available at <http://www.azdhs.gov/bems/>.
3. On the last day of EMT104 class, you should leave with your AZ Application for Certification. Once you finish EMT104AA, you will also receive your certificate of completion. Keep both of these documents safe until you have **passed the NR exam**.
4. Once you pass the NR exam, you will need to submit your AZ Application for certification, a copy of your certificate of completion, and proof of citizenship or legal residency to the AZ Bureau of EMS (passport or birth certificate). You can mail or drop off the paperwork. The BEMS contact information is provided below. **DO NOT** submit your paperwork or call the BEMS regarding the status of your certification until you have taken and passed the NR exam.

AZ Bureau of EMS
150 N. 18 Ave #540
Phoenix, AZ 85007
(602) 364-3186

For additional information, please read the attached Certification Information Sheet from the BEMS. Please be aware that the NR computer based test is probably quite different than the tests you are used to taking. The test is designed to get harder with each question you answer correctly. Because of this, everyone will likely feel that their test was extremely difficult. Detailed information on the computer based test is available at NREMT.ORG. Results of the NR exam are usually posted to the NREMT website (www.nremt.org) on the next business day.

If you have questions, consult your instructor or contact Chris Coughlin at 623.845.3205 or chris.coughlin@gcmail.maricopa.edu. Good luck on the National Registry exam!

Sincerely,

EMT Dept. Faculty and Staff



**ARIZONA DEPARTMENT OF HEALTH SERVICES
DIVISION OF PUBLIC HEALTH SERVICES
BUREAU OF EMERGENCY MEDICAL SERVICES AND TRAUMA SYSTEM
EMT CERTIFICATION INFORMATION SHEET**

**Bureau of Emergency Medical Services and Trauma System
(BEMSTS) Offices**

PHOENIX	TUCSON	FLAGSTAFF
150 N. 18th Ave., Suite 540 Phoenix, AZ 85007-3248	400 W. Congress, Suite 100 Tucson, AZ 85701-1353	1500 E. Cedar Ave., Suite 22 Flagstaff, AZ 86004-1642

Certification Program Staff

PHOENIX	TUCSON	FLAGSTAFF
Lynn Snyder, Manager Maria Dominguez, CSR Susan Johnson, CSR Phone: (602) 364-3186 Fax: (602) 364-3566	Esmeralda Chiquete, CSR Phone: (520) 628-6985 Fax: (520) 770-3103	Linda Barreras, CSR Phone: (928) 774-2218 Fax: (928) 774-2830

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

NOTICE OF CHANGE TO EMT CERTIFICATION REQUIREMENTS

In response to Federal and State statutory requirements, 8 U.S.C. § 1611, 1621 and A.R.S. §1-501, beginning April 15, 2008 all NEW and RECERTIFYING EMT applications must include documentation that satisfactorily demonstrates the applicant’s citizenship or legal residency in the United States.

This one time verification will only be required by the Bureau on initial applications and the first recertification application received after April 15, 2008. Your future recertification will not require this documentation as your records will be on file.

After completing the appropriate application, you will need to provide one identified document from “Primary Evidence List “A”, in the public benefit eligibility status categories available with the applications found at this link <http://www.azdhs.gov/bems/emtcert.htm> the document can be a letter (a copy is acceptable) from your employer as proof of US citizenship/eligibility to work if it contains all of the following: (1) Current date; and (2) A signature by an authorized representative of the company; and (3) The applicants full name; and (3) Is printed on the employer’s letterhead; and (4) The employer attests that the applicant is an employee; and (5) The letter states that your employer has verified your lawful presence in the United States and eligibility to receive state or local public benefits as required by Federal and State statutes.

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) 364-3186 or snyderp@azdhs.gov.

Initial Application Process

An individual may not practice as an EMT in Arizona until Arizona EMT certification is obtained, even if the individual holds registration from the National Registry of Emergency Medical Technicians (NREMT).

An application for EMT certification may be obtained through any of the BEMSTS offices listed above or from the BEMSTS website at <http://www.azdhs.gov/bems/emtcert.htm>.

All applications must be made on the BEMSTS form. Applicants are encouraged to use the electronic version of the application, which allows the applicant to type information into the document and then to print it. Electronic submission of applications is not yet possible. All applications must be mailed or hand delivered.

Most applications are processed within 5 to 10 working days. Some applications take longer. If an application is hand delivered, a BEMSTS CSR may be able to process the application and provide a certification card while the applicant waits, if time and circumstances allow.

Recertification Process

BEMSTS encourages EMTs to apply for recertification between 90 and 30 days before expiration. An EMT may file for recertification up to 30 days after the certification expiration date. However, **effective June 30, 2007, BEMSTS will charge a \$150 certification extension fee for each application filed within 30 days after the certification expiration date.**

If an EMT's certification has been expired for more than 30 days, the EMT is ineligible for recertification and may only file for initial two-year EMT certification or, if eligible, temporary 6-month certification.

Each application submitted is processed in the order received. An EMT's status will not show as recertified until the EMT's application has been processed.

BEMSTS prefers that applicants handle their own applications. If an application is submitted by other means, such as through a training program or the applicant's employer, the application is still the responsibility of the applicant.

Temporary 6-Month Certification

An individual who holds current National Registry of Emergency Medical Technician (NREMT) registration is eligible to apply for one temporary six-month certification. An applicant for temporary certification shall submit to the Department a copy of current NREMT registration and a Temporary Application which is available on the BEMSTS website.

Conversion from Temporary 6-Month Certification to Regular Two-Year Certification

If you possess a temporary 6-month certification and have completed the refresher required for regular two-year certification, you may request regular certification for an additional 18 months by faxing or mailing a copy of your certificate of course completion from the refresher and a copy of your current National Registry of Emergency Medical Technicians (NREMT) registration card to BEMSTS at one of the fax numbers or addresses provided above. Please write your EMT certification number on the fax or hard copy as a reference. Once BEMSTS receives proof of the refresher and proof of current NREMT registration, you will be issued a new certification card showing an additional 18 months of certification.

An EMT who holds temporary 6-month certification may not complete a challenge examination to obtain the additional 18 months of certification. The EMT must complete the appropriate refresher course.

Change of Address/Change of Name/Duplicate Card

If you have a change of address or change of name, you must submit a Request for Address or Name Change form to BEMSTS. The form is available on the BEMSTS website at

<http://www.azdhs.gov/bems/emtcert.htm> and at all of the BEMSTS offices. Each request for name change must be accompanied by legal documentation establishing the name change.

If you lose your certification card, you may request a duplicate card by submitting a Duplicate Card Request form to BEMSTS. The form is available on the BEMSTS website at

<http://www.azdhs.gov/bems/emtcert.htm> and at all of the BEMSTS offices.

Frequently Asked Questions

Frequently asked questions (FAQs) related to EMT certification are available on the BEMSTS website at <http://www.azdhs.gov/bems/emtcert.htm>. Please check the FAQs before contacting BEMSTS to see whether your question is answered there.