



GLENDALE COMMUNITY COLLEGE

6000 West Olive Avenue Glendale, AZ 85302-3090

Rev.4/09

EMT Refresher Graduate:

Congratulations on completing the EMT-B refresher class. In order to complete the recertification process, you will need to submit your certification application, certificate of completion, and proof of citizenship or legal residency to the AZ Bureau of EMS (BEMS) prior to your expiration date. If you have previously provided the BEMS with proof of legal residency, you should not have to do it again. The BEMS will not accept your paperwork if you are over 90 days from your expiration date. Once under 90 days from your expiration date, it is recommended that you submit a *copy* of your certificate of completion to the BEMS and keep the original for your records. The address and phone number for the AZ BEMS are listed below. Read the attached Certification Information Sheet from the BEMS for additional information.

AZ Bureau of Emergency Medical Services
150 N. 18th Ave.
Suite 540
Phoenix, AZ 85007
(602) 364-3186

If you need to take the National Registry (NR) exam, you need to complete the online application at NREMT.ORG. The certificate of completion issued by GCC will verify completion of a NR approved refresher course and skills testing. If you are renewing your NR status, and need a signature on your renewal application, contact me for assistance. If you have questions about the National Registry process, contact the NR at 1-614-888-4484 or NREMT.ORG. Please do not contact the BEMS to schedule the NR exam.

If you have any questions, I can be reached at 623.845.3205 or chris.coughlin@gcmail.maricopa.edu.

Sincerely,

Chris Coughlin
EMT Program Director

From the Desk of Chris Coughlin
Emergency Medical Technology
(623) 845-3205
chris.coughlin@gcmail.maricopa.edu



**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 Reynolds, CSR Susan Johnson, CSR Phone: (602) 364-3186 Fax: (602) 364-3566	Esmerelda 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

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 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.
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.

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.

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 Medication 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.