

UPLOAD INSTRUCTIONS T4 (course completion form)

Please be aware that we are no longer accepting T4's (course completion forms) via email or regular mail.

All T4's need to be uploaded and submitted through the elicense website @
www.elicense.ct.gov

Please have your document stored on your device and saved with your course approval number.

If you will be sending in multiple T4's from the same course then please add a 1, 2, 3 at the end of it. (i.e. 17-15698 17-15698.2 17-15698.3 etc.)

To upload a T4, Please login to www.elicense.ct.gov

(If you do not have this login information please contact the OEMS office via email @
dph.emslicensing@ct.gov)

Please enter your user id and password.

Access Your Account

Account **Fast Track Renewal**

User ID

Password

Log In

Don't have an account? [Register](#)
[Forgot Password?](#) [Forgot User ID?](#)

Welcome

Welcome to the State of Connecticut's eLicense Website

VERIFY A LICENSE & ROSTER:

- Select **ONLINE SERVICES** for a list of available services.
NOTE: All data contained within License Lookup is maintained by the state of Connecticut, updated instantly and is considered primary source verification.

LICENSE RENEWAL:

- To access your account, enter your User ID and Password. [Step-by-Step Instructions](#).
- First time users **MUST** validate an active email address and answer three security questions
- **DO NOT REGISTER A NEW ACCOUNT TO RENEW.**

FAST TRACK RENEWAL:

- Check your renewal notification for availability.
- To access, click the gray Fast Track Renewal tab. [Step-by-Step Instructions](#).
- Allows access to online renewal only.

INITIAL APPLICATION:

Once logged in, Under Account, click on address and general maintenance

More Online Services



Select **Start** next to your **EMSI (73)** Certification

Change Address

Selecting "Start" under the first "Item" will allow a mailing address change only.

All primary address changes, including mailing, can be made by selecting the available license.

Item



Start

Item



	Board	License
Start	Office of Emergency Medical Services	69.950005
Start	Office of Emergency Medical Services	70.951129
Start	Office of Emergency Medical Services	73.001242
Start	Office of Emergency Medical Services	72.002866



Please select "Upload a Class Roster", then Select Next on the bottom of the page

The screenshot shows a web application window with a blue header bar containing the text '73.001242' and window control icons. A sidebar on the left is labeled 'Online Options'. The main content area has a blue header 'Online Options' and a message: 'Fields marked with an asterisk * are required.' Below this, a section titled '1. Select which update you wish to perform' contains a dropdown menu with the selected option 'Upload a class Roster'. A blue arrow points to this dropdown. At the bottom, there are three buttons: 'Previous', 'Next', and 'Close and Save'. A large blue arrow points down from the 'Next' button area.

73.001242

Online Options

Online Options

Online Options

Fields marked with an asterisk * are required.

1. Select which update you wish to perform

* Upload a class Roster ▼

Previous Next Close and Save

Start Office of Emergency Medical Services 70.951129

Select choose file this will open a file explorer window from your Computer
Select the appropriate T4 (course completion form) and **click upload document.**
Then click on next

73.001242

Online Options

Upload Class Rosters

Upload Class Rosters

Fields marked with an asterisk * are required.

4. Upload your class roster on the approved form

No document(s) uploaded for this question.

Select a document to upload:

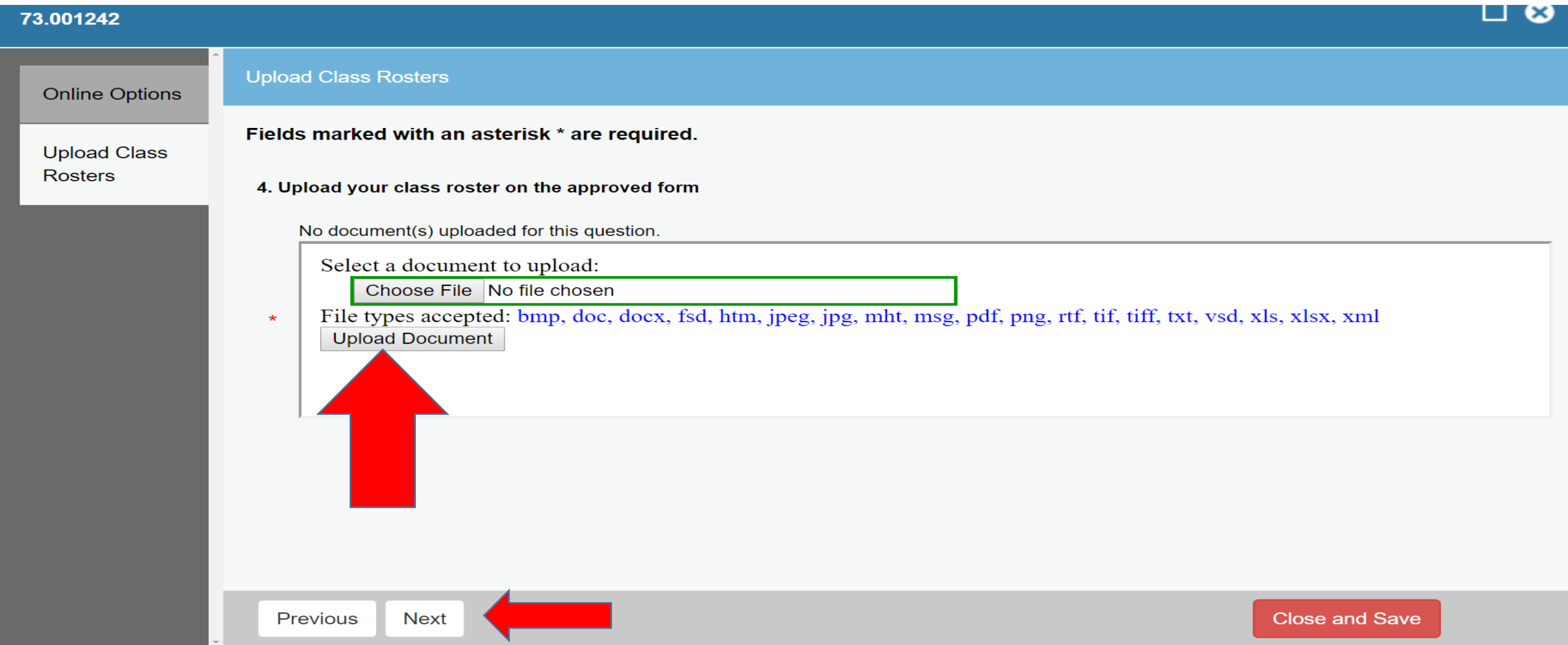
Choose File No file chosen

* File types accepted: [bmp](#), [doc](#), [docx](#), [fsd](#), [htm](#), [jpeg](#), [jpg](#), [mht](#), [msg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [vsd](#), [xls](#), [xlsx](#), [xml](#)

Upload Document

Previous Next

Close and Save



Once your document is uploaded the file will appear in blue, if you selected the wrong document, you can delete it by clicking on the trash can icon. You are able to upload multiple documents.

4. Upload your class roster on the approved form

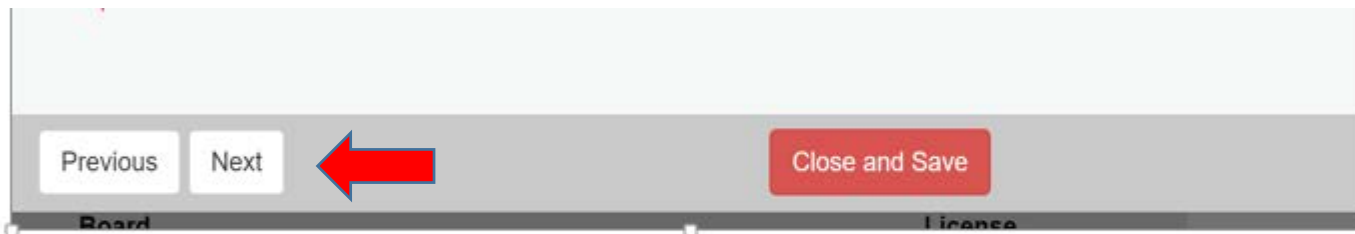
 18-19490.pdf 

Select a document to upload:

No file chosen

* File types accepted: [bmp](#), [doc](#), [docx](#), [fsd](#), [htm](#), [jpeg](#), [jpg](#), [mht](#), [msg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [vsd](#), [xls](#), [xlsx](#), [xml](#)

Once your upload is complete, click next



Review your upload, if you are satisfied, click FINISH

Address Change Review

Print Review

Before submitting the change below, please review the information for accuracy. You can go back to make corrections by selecting "Previous".

If you are satisfied with the changes select "Finish".

Online Options

1. Select which update you wish to perform

Upload a class Roster

Upload Class Rosters

4. Upload your class roster on the approved form

18-19490.pdf

Your document
WILL NOT be
received in OEMS if
you chose this
option.

Previous

Finish



Close and Save

Online Options

Upload Class Rosters

Address Change Review

If you see this screen you have successfully uploaded the form to this office, you can now
logout out of the system



Process Completed Successfully.

You will receive an auto generated email thanking you for your submission.