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 )
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:
- For new applicants, visit the Connecticut Department of Consumer Protection's website.
Once logged in, Under Account, click on address and general maintenance

More Online Services

Activities
- Initial Application
- License Status
- File a Complaint

License Lookup & Download
- Lookup a License
- Generate Roster(s)

Account
- Account Details
- Address and General Maintenance
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.

<table>
<thead>
<tr>
<th>Item</th>
<th>License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>69.950005</td>
</tr>
<tr>
<td>Start</td>
<td>70.951129</td>
</tr>
<tr>
<td>Start</td>
<td>73.001242</td>
</tr>
<tr>
<td>Start</td>
<td>72.002866</td>
</tr>
</tbody>
</table>
Please select “Upload a Class Roster”, then Select Next on the bottom of the page.
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.
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

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

Once your upload is complete, click next
Review your upload, if you are satisfied, click FINISH

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

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