

Name Change/Account Information Change Policy

The purpose of this policy is to outline the process to change a candidate or certificant's name or account information as that is part of their IBSC account profile.

The candidate or certificant is provided the ability to change the following data by accessing their on-line account:

- Mailing Address
- Email Address
- Date of Birth
- Primary Phone Number

Actual name changes must be completed by +the IBSC administrative staff. To make a name change, the candidate or certificate must submit the request to help@bcctpc.org outlining the specifics of the name change, i.e.: married, divorced, etc. The candidate or certificate must also submit a copy of their updated paramedic license/certificate from either the NREMT or a State or Country showing the name change. Account and credential changes will not be made until this information s submitted and approved by the IBSC. The candidate or certificate must update their professional license/certificate, submitting copies of a marriage license, divorce decree, etc. will not be accepts.

Upon receipt, the candidate or certificant will be notified that the change request has been received. A confirmation of the change will be returned to the candidate or certificant within ten (10) business days of receipt.

Please address all questions and concerns regarding this policy to the Chairman of the Board and or the Chief Operating Officer.