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dhs.wisconsin.gov/ems**Numbered Memo Series 09-12****November 2009**

**TO:** First Responder and Ambulance Service Directors  
EMS Service Medical Directors  
EMS Training Centers

**FROM:** Brian Litza, Chief  
Wisconsin Emergency Medical Services Section

**SUBJECT:** EMT-Basic Refresher, Patch Contest, and *E-Licensing* Update

## **EMT-Basic Refresher Requirements**

The purpose of this memo is to clarify some points regarding the Basic refresher requirements. As we started this biennium we had in place the new flexible refresher option; however, there were several pieces that were not fully developed. One of these was the assessment tools. There were several ideas discussed regarding this process but no formal position or guidance provided by the department. The official position of the Wisconsin EMS Office is as follows:

### **Formal EMT-Basic Refresher Course**

The written and practical skills assessment is optional for any formal refresher course that started before July 1, 2009. The training centers have been asked to include the additional content (King LTS-D, Critical Thinking, CCR) immediately and add the written and practical assessments as soon as possible and no later than January 1, 2010. Therefore, there may be (or have been) classes between July 1, 2009 and January 1, 2010 that might not have this content or the practical and written skills assessment. These courses are the exception and not the rule.

When an EMT renews his/her license, the EMS section will require verification from a certified training center showing successful completion of the formal refresher course.

### **EMT Basic Flexible Refresher**

All persons completing the flexible fresher during this biennium are required to complete their 24 hours of continuing education and the 6 hour EMT-Basic flexible refresher course. Training centers have been asked to offer this course as soon as possible but have been given until January 1, 2010, to make formal offering of the course. Many of them have already begun to offer this course so check with your local EMS training centers for availability. Those training centers that have no current offerings may be waiting for inquires to know the demand before they schedule. The training centers plan to offer the EMT Basic flexible refresher courses but the number of courses offered will be at their discretion based on demand Please contact your local training center if you are looking for an EMT-Basic flexible refresher course.

When an EMT renews his/her license, the EMS section will require verification from a certified training center showing successful completion of the mini-seminar and a listing of all CEUs taken to meet the refresher requirements from the licensee.

Additional guidance for the flexible refreshers states there should be a minimum of 6 hours of continuing education completed in each year of the biennium. We highly encourage this practice to ensure a continued learning process. However, should this not be possible, a licensee will not be penalized for non compliance.

Please see numbered memo series [08-03](#) October 2008 for more information.

## Wisconsin EMS Patch Redesign Competition

**PUT YOUR TALENTS TO WORK!** The Wisconsin EMS Section is soliciting design artwork for a new patch(es) for Wisconsin EMS personnel.

**Deadline:** Designs must be postmarked by January 15, 2010 and submitted to Nicky Symons, PO Box 2659, Madison, WI 53701-2659.

### Design Parameters:

- Any shape
- Prefer one standard design that can be modified for each level
- Can utilize a “rocker” or not
- Include space for license/certificate number
- Must include “Wisconsin Emergency Medical Services” in design
- Submit in any format: electronic, hand drawn, etc.
- Must include a patch design for the following licensure/certificate levels:
  - First Responder
  - EMT-Basic
  - EMT-Intermediate Technician
  - EMT-Intermediate
  - Paramedic
  - Tactical Medic
  - Critical Care Paramedic

### Review:

- Preliminary review will be made by EMS Section staff.
- Secondary review by popular vote of finalists at the 2010 WEMSA conference.
- EMS Advisory Board will review at February 2 and 3, 2010 meeting and make recommendations to EMS Section.

Submitted designs will not be returned and become the property of the State of Wisconsin EMS Section. Submitted designs are subject to modification by the EMS section.

**Prize/Award:** The person/persons submitting the selected design will receive a **ZOLL AED PLUS** donated by the Wisconsin EMS Association.

Contact [Nicky Symons](#) for more information.



## Wisconsin *E-Licensing* Update

Thank you for your continued patience as we work to fully implement the *E-Licensing* system. The Wisconsin EMS *E-Licensing* system has been available since August 2009 for online applications and credentialing. The EMS office has been busy answering a very high volume of phone calls and emails about accounts, applications, logons and passwords. By now, we hope that every license holder has had the chance to log into *E-Licensing* using the user name and password mailed to them in July. At that time, we requested each person make sure he/she could get into his/her account then update his/her *E-Licensing* profile.

There are several things that licensees can do online through their *E-Licensing* accounts:

1. Keep demographic information up-to-date. Next spring, a postcard will be mailed to each license holder with instructions for online renewal so it is critical that addresses be current.
2. Apply for an initial EMS provider license.
3. Apply to upgrade the level of an EMS provider license.
4. Complete a Local Credential Agreement necessary to be credentialed with a new/different service provider.

Please refer to our website at [www.dhs.wisconsin.gov/ems](http://www.dhs.wisconsin.gov/ems) for more information about *E-Licensing*. More functionality is planned for the future!

During the linking of WARDS with *E-Licensing*, the EMS Office had no choice but to remove the ability for services to add staff to their rosters in WARDS. This was done to reduce the creation of duplicate accounts in WARDS. We realize this may make it difficult for you to do business if a crew member is not on your roster in WARDS and you use WARDS to create your run reports. If this is directly affecting your service, please email the name, phone number and email address (if available) of the member you wish to add to your roster to [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov). We will work to get that person onto your roster in WARDS after the appropriate Local Credential Agreement (LCA) has been completed. At this time, you should also email [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov) to remove an individual from your roster. Once the data issues are resolved, we will be working to automatically upload your official *E-Licensing* roster to your WARDS roster as people are credentialed with your service.