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**TO:** EMS Service Directors  
EMS Service Medical Directors  
EMS Training Centers

**FROM:** Brian Litza, Chief  
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**SUBJECT: EMS Renewal Update**



### Individual Provider License Renewals

Every First Responder and EMT (any level) must now hold a license or certificate that shows an expiration date of June 30, 2012. If you do not have a card, you may not continue to practice at your level **unless**:

1. You have completed and submitted a *2010-2012 License Renewal Application* prior to July 1, 2010 that "failed validation" and is awaiting review, or;
2. You are renewing your license at a lesser license level and have completed and submitted a *Reinstatement/Change of License Level Application* prior to July 1, 2010.

If you have not renewed your EMS license you may not continue to practice until you have received a new license with a June 30, 2012 expiration date. The renewal application will remain available for approximately one month. After that time, individuals will need to complete a *Reinstatement* application form and wait for it to be reviewed and processed (4-8 weeks).

Individuals whose license expired on June 30, 2010 have until June 30, 2011 to reinstate their license. The individual must fulfill the retraining requirements and submit a *Reinstatement* application form. After that date (from July 1, 2011 through June 30, 2013) an individual will need to complete all retraining requirements and successfully complete the National Registry of EMTs examination process for the level they want to reinstate before completing and submitting a *Reinstatement* application form.

### Service Rosters

First Responder and ambulance service official rosters are available through the WARDS system. Service directors must review their staff listing in WARDS to ensure that all personnel have renewed their licenses. To view member expiration dates, click on *Report Writer* (not Report Writer 2.0) then *Service Information* and then *License Expiration*. In addition, the service director should have received copies of everyone's license and assured they have been credentialed by the service and service medical director to operate with their service. Individuals who do not show up on your services' "active" roster in WARDS are either not licensed or not credentialed with the service and are not legally authorized to work with that

service until the licensing and credentialing has been completed unless the member shows proof that their application is in “needs review” status. Please note that any member who either upgrades or downgrades his or her license must complete a new *Local Credential Agreement* (LCA) to receive authorization to practice at the new level.

As the service roster is reviewed, the service director may delete individuals who are no longer on the service by going to that person’s “permissions” tab and selecting the “inactive” button. While this will not delete them from your roster entirely, it does remove them from your active service roster. They must remain on an “inactive” roster in order to leave their names on any run report forms they may have been included on.

## **EMS Service Renewals**

The service provider renewal application is now available. We apologize for the delay in making this process available but this was outside of our control. The renewal process is fairly simple this year. We are working to collect basic information about your service at this time. Future renewal periods will assist us in building service records within E-licensing. We appreciate your assistance and understanding.

### **Instructions**

To access the service provider renewal application, you must be designated as the “service director” on your roster in E-licensing.

1. Log into your own individual e-licensing account by using your personal user name and password
2. Click on “**apply for a license**” on the tab at the top of the page
3. Scroll down and click on “**2010-2012 EMS Service Provider Renewal Application**” under ***Applications Available for (Service Name)*** (The form will be deposited onto your dashboard)
4. Click “**start**” to begin the form. (Depending on your screen resolution, you may need to scroll to the right to find the “start” button). You must enter all required information
5. Once the form has been completed and reviewed, sign the form using your personal user name and password
6. The “license card” will be available for immediate printing.

If you log into your own E-licensing account and do not find the form, please email us at [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov) with the name of your service, the person identified as the “operations manager” and that persons email address.

## **Certification and Electronic Signatures**

Since moving to the E-licensing system we are now assuring that everyone is responsible for their own license. Service directors are not to manage individuals licensing accounts unless done through the official method prescribed by this department. There are criminal history and demographic data that only the individual can attest. If the service director makes a mistake the individual is ultimately responsible. In addition it is considered a fraudulent application which could subject the individual to loss of license as well as action taken against the service. Individuals should not be giving their access information to anyone for any reason. Additionally, the medical directors cannot delegate their authority to approve applications to the service director.