



Date: March 22, 2023

DPH Numbered Memo EMS 23-03

To: Emergency Medical Responders with Certificates Expiring on June 30, 2023

From: Wisconsin EMS Section

## Emergency Medical Responder Renewal Information

If you currently hold an Emergency Medical Responder certificate that will expire on June 30, 2023, you will receive an email notification to the email address that you have currently listed in your [E-Licensing](#) account when the renewal applications are released. Renewal applications can only be used to renew your current EMS certificate. You cannot upgrade your current certification using a renewal application.

To be eligible for renewal of your current certificate, you must meet the requirements of [Wis. Admin. Code § DHS 110.07](#). Based on changes due to [Emergency Order #21](#), the 2023–2026 certification triennium is from October 1, 2020 through June 30, 2023. To successfully renew your current certificate, you will need to complete all requirements and application processes by June 30, 2023. You will need to provide documentation as part of the application process.

Continuing education used to renew your 2023–2026 certificate or license cannot be the same education used to renew your previous 2020–2023 certificate or license. Because the 2023–2026 licensure triennium is from October 1, 2020, through June 30, 2023, education completed between July 1, 2020, and September 30, 2020, cannot be used to renew your 2023–2026 certificate or license. An approved waiver is required if you want to use education completed between July 1, 2020, and September 30, 2020, which you did not use to renew your previous 2020–2023 certificate or license, to renew your current certificate or license. You can request a waiver by completing a [Request of Waiver of Administrative Rule form](#). Any requests for waivers will be reviewed pursuant to [Wis. Admin. Code § DHS 110.03](#). If you submit a [Request of Waiver of Administrative Rule form](#), please explain, and provide any supporting documentation, why enforcing this requirement will create an unreasonable hardship and granting the waiver will not adversely affect the health, safety or welfare of patients or the general public.

Please make sure that you can access your [E-Licensing](#) account in the [Wisconsin E-Licensing system](#). If you do not remember your username or password, there is a username and password reset option available, so long as you have a current email address in your [E-Licensing](#) account. If you still cannot access your [E-Licensing](#) account, please email the [Wisconsin EMS Section](#) so we can assist you. In your email for assistance, please include your name as it appears in your [E-Licensing](#) account, your date of birth, and your email address that you want added to your [E-Licensing](#) account.

Please review your [E-Licensing](#) account information to ensure it is current and correct. [Wis. Admin. Code § DHS 110.13\(4\)](#) states “An EMS professional shall notify the department of any [change in his or her name](#), address, or other information kept by the department within 30 days of the change, using the department's electronic licensing system or, at the department's request, submitting updated information to the department in paper form.” You can update your mailing address and other contact information in your EMS account profile.

## Emergency Medical Responder Certification Renewal

To apply for renewal of your Emergency Medical Responder (EMR) certificate you will need to meet the following eligibility and training requirements:

- You must be 18 years of age or older.
- You are capable of performing the actions authorized by the department in the [Wisconsin scope of practice](#) for EMR.
- You have completed the continuing education requirements through one of the following options:
  - You have current [National Registry of Emergency Medical Technicians \(NREMT\)](#) certification that is valid on the first day of the renewal triennium (October 1, 2020); or
  - You have completed a 16-hour EMR refresher course based on the Wisconsin EMR curriculum at a [Wisconsin EMS Training Center](#); or
  - You have completed 16 hours continuing education that is based on the Wisconsin EMR curriculum and covers the subject areas identified by the department; or
  - Recertification through examination by the [NREMT](#) during this period may be used to fulfill the refresher course requirement; or
  - Successful completion of an initial training course at or above the current certification or license level of the individual may be used to fulfill the refresher requirements of this paragraph.
- The training shall be obtained during the triennium for which the current certification expires, October 1, 2020, through June 30, 2023.
- You will need to provide documentation of successful completion of a CPR course at the health care professional level within the last two years by a CPR organization specified under [Wis. Admin Code § DHS 110.17\(1\)](#).
- Subject to [Wis. Stats. §§ 111.321, 111.322, and 111.335](#), you do not have an arrest or conviction record that is substantially related to performing the duties of an EMS professional, as determined by the department.
- You will need to submit a “2023–2026 Emergency Medical Responder Renewal” application to the [Wisconsin E-Licensing system](#) for review for processing.

## Education and Training Options for EMR Renewal

Below, you will find the educational options that you have to renew your EMR certificate and will be available options in your “2023–2026 Emergency Medical Responder Renewal” application. The training shall be obtained during the triennium for which the current certification expires, October 1, 2020, through June 30, 2023.

You will be required to provide documentation of your completed education as declared in your “2023–2026 Emergency Medical Responder Renewal” application.

If you have current [NREMT](#) certification that is valid on the first day of the renewal triennium (October 1, 2020), you will be asked to add the NREMT certification number assigned to you by the NREMT and the certification expiration date in your “2023–2026 Emergency Medical Responder Renewal” application. The [Wisconsin E-Licensing system](#) links directly to the NREMT.

If you successfully completed an initial training course at or above the EMR level at an approved [Wisconsin EMS Training Center](#):

- You will be able to select the training center where you completed your education and training and enter your course completion date in your “2023–2026 Emergency Medical Responder Renewal” application.
- Your EMS training center will enter your education directly into your account in the [Wisconsin E-Licensing system](#) and you will not be required to provide education documentation.

If you have completed a 16-hour EMR refresher course based on the Wisconsin EMR curriculum at a [Wisconsin EMS Training Center](#):

- You will be able to select the training center that you completed your education and training at and enter your course completion date in your “2023–2026 Emergency Medical Responder Renewal” application.
- Your EMS training center will enter your education directly into your account in the [Wisconsin E-Licensing system](#) and you will not be required to provide education documentation.

You have completed 16 hours continuing education that is based on the Wisconsin EMR curriculum and covers the subject areas identified by the department:

- If you completed the 16 hours continuing education at an EMS service that you hold a current EMS local credential agreement (LCA) with, you will need to provide a completed [F-01935 Wisconsin EMS Continuing Education Record](#) into your “2023–2026 Emergency Medical Responder Renewal” application.
- The form needs to be signed by you (the applicant), your [Service Director](#), and your [Medical Director](#).

You have completed 16 hours continuing education that is based on the Wisconsin EMR curriculum and covers the subject areas identified by the department:

- You can complete this educational opportunity by completing the education from an educational provider accredited by the [Commission on Accreditation for Prehospital Continuing Education \(CAPCE\)](#). CAPCE accredits educational providers that provide online courses, live courses, and virtual instructor-led training courses. Wisconsin does not have limits on distributive learning. In Wisconsin you can complete all online courses for renewals.
- You will need to upload your course completion documentation from your CAPCE-accredited educational provider of 16 hours of continuing education that is based on the Wisconsin Emergency Medical Responder curriculum and covers the subject areas identified by the department into your “2023–2026 Emergency Medical Responder Renewal” application.

Recertification through examination by the [NREMT](#) during this period may be used to fulfill the refresher course requirement, you will need to upload documentation of your successful completion of the NREMT recertification examination into your “2023–2026 Emergency Medical Responder Renewal” application.

## **CPR Documentation for 2023–2026 Renewal Triennium**

You will be required to provide documentation of successful completion of a CPR course at the health care professional level within the last two years by a CPR organization specified under [Wis. Admin Code § DHS 110.17\(1\)](#) in your 2023–2026 EMS Practitioner EMT Renewal” application. You will be asked to select your CPR organization specified under [Wis. Admin. Code § DHS 110.17\(1\)](#), provide the expiration date of your CPR, and upload a current copy of your CPR document.

## **Arrest or Conviction Record**

[Wis. Admin. Code § DHS 110.07\(1\)\(e\)](#) states “Subject to ss.[111.321](#), [111.322](#), and [111.335](#), Stats., the individual does not have an arrest or conviction record that is substantially related to performing the duties of an EMS professional, as determined by the department.”

[Wis. Admin. Code § DHS 110.13\(7\)](#) states “An EMS professional shall notify the department of a felony or misdemeanor conviction in writing within 48 hours after the entry of the judgement of conviction, including the date, time, place, and nature of the conviction of finding. Notice shall include a copy of the judgement of conviction and a copy of the complaint or other information which describes the nature of the crime in order that the department determine whether the circumstances of the crime of which the person was convicted are substantially related to the practice of emergency medical services.”

If you answer "yes" to any [criminal history questions](#) in your “2023–2026 Emergency Medical Responder Renewal” application, you must submit documentation for each conviction, offense, or charge. Details on the type of documentation are provided in the application.

### **“2023–2026 Emergency Medical Responder Renewal” Application Process**

To complete the “2023–2026 Emergency Medical Responder Renewal” application you will need to log into your [E-Licensing](#) account. You will be directed to “My Account.” You will want to navigate to “Profile” and review your demographic information and make any changes as needed. You will then navigate to the “Applications” tab and select the “2023–2026 Emergency Medical Responder Renewal” application by selecting “Apply Now.”

Please read and review the information in your application carefully. When prompted by the application, please ensure that you upload any requested documentation into the application.

If you cannot complete the application in one session, you can save the application and return to it by using the “Save” option in the “2023–2026 Emergency Medical Responder Renewal” application. When you return to complete the application, it will be available in the “Applications” tab of your [E-Licensing](#) account under “Continue.” Remember to complete your EMS renewal application by June 30, 2023. If you do not complete the renewal requirements of [Wis. Admin. Code § DHS 110.07](#) by June 30, 2023 and you want to obtain current certification you will need to meet the requirements of [Wis. Admin. Code § DHS 110.09](#).

Once you successfully complete the “2023–2026 Emergency Medical Responder Renewal” application you will need to submit it to the [Wisconsin E-Licensing system](#). To submit your “2023–2026 Emergency Medical Responder Renewal” application you will electronically sign the application by entering your [E-Licensing](#) account username and password. Before the final submission of the application, you will be asked if you want to submit the application.

Once the application is submitted, an email will be sent to the email address listed in your [Wisconsin E-Licensing system](#) account. You will be notified if the application is incomplete and missing supporting documents and what items are needed to complete the application process.

If your application is complete, you will receive an approval email with a copy of your renewed EMR certificate attached.

### **Non-Renewal of Certification**

If you are not renewing your current EMR certification, your certification will expire on June 30, 2023. You can request to have your [E-Licensing](#) account made inactive. If you wish to inactivate your [Wisconsin E-Licensing](#)

DPH Memo

Page 5 of 5

[system](#) account please email the [Wisconsin EMS Section](#). In your email, please include your name as it appears in your [E-Licensing](#) account and written notification that you are not renewing your current certificate.

If you need assistance, please contact the [Wisconsin EMS Section](#).

[www.dhs.wisconsin.gov](http://www.dhs.wisconsin.gov)