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To: EMS Professionals

From: Wisconsin EMS Section

## EMS Instructor II Renewal Information

All Wisconsin EMS certifications and licenses expire June 30, 2023. Your Wisconsin [EMS instructor II](#) certification will also expire on June 30, 2023 per [Wis. Admin. Code § DHS 110.28\(4\)\(a\)](#). To renew your EMS instructor II certification, you must first successfully [renew your EMS practitioner license](#). You will only have access to the EMS instructor II renewal application after you renew your EMS practitioner license.

Please review the following items to assist you in your 2023-2026 EMS instructor II certification renewal process:

- You must first successfully [renew your EMS practitioner license](#). You will not have access to the instructor II renewal application until after you renew your EMS practitioner license.
- All Wisconsin EMS 2023-2026 EMS instructor II applications are completed in your [E-Licensing](#) account and must be submitted by June 30, 2023.
- [Wisconsin Admin. Code § DHS 110.28\(2\)\(a\)](#) states “Documentation of current certification with the NREMT at the EMT level or higher and at or above the level for which the applicant seeks department certification. Certification with the NREMT at the paramedic level is required for critical care paramedic EMS instructor II certification. If the applicant was licensed as a paramedic under this chapter before January 1, 2013, certification with the NREMT is not required for instructor II certification for any level of training.”
  - If you do not have NREMT certification you may use your teaching hours appropriate to your level of license for which you were the documented instructor for your practitioner renewal.<sup>1</sup> Documentation may include a training center roster or signed statement from the training center.
- [Wis. Admin. Code § DHS 110.28\(4\)\(b\)](#) requires continued affiliation with a training center.

### “2023–2026 EMS Instructor II Renewal” Application Process

Please note that before beginning the EMS instructor II renewal process, you must first successfully renew your EMS practitioner license. The “2023-2026 EMS Instructor II Renewal” application will not appear in your [E-Licensing](#) account until after you have a EMS practitioner license renewed to June 30, 2026.

To complete the “2023–2026 EMS Instructor II 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”

<sup>1</sup> As of the date of this memorandum, individuals with an EMS Instructor II certification have the ability to use their teaching hours to renew their instruction EMS Instructor II certifications.

tab and select the “2023–2026 EMS Instructor II Renewal” application by selecting “Apply Now.” Please read and review the information in your application carefully.

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 EMS Instructor II 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.

Once you successfully complete the “2023–2026 EMS Instructor II Renewal” application you will need to submit it to the [Wisconsin E-Licensing system](#). To submit your “2023–2026 EMS Instructor II 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 EMS instructor II certification attached.

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

If you are not renewing your current EMS instructor II certification, your certification will expire on June 30, 2023. If an individual does not timely renew his or her EMS instructor II certification, the certification expires and the individual may not act as an EMS instructor II. If you are seeking [EMS instructor](#) II certification after your current certification expires, you would need to meet the eligibility requirements under [Wis. Admin. Code § DHS 110.28\(1\)](#) and complete the application requirements under [Wis. Admin. Code § DHS 110.28\(2\)](#).

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