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To: Emergency Medical Service Provider Service Directors

From: Wisconsin EMS Section

Emergency Medical Service Provider Renewal Information

If your service provider currently has an emergency medical service provider license 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 emergency medical service provider license renewal application is released. Renewal applications can only be used to renew your current emergency medical service provider license.

You will not be able to make changes to your service operational plan using the “2023–2026 Wisconsin EMS Service Provider Renewal” application. The “2023–2026 Wisconsin EMS Service Provider Renewal” application will only allow you to update contact information for your service, update station locations, and update service designees other than the service director and service medical director. You cannot upgrade or downgrade your current emergency medical service provider licensure level using a renewal application. You cannot add or remove the services for which your emergency medical service provider is licensed using a renewal application. Changes to your service license level or the types of activities for which your emergency medical service provider is licensed would involve the submission of an [operational plan](#) change. If you have questions regarding the operational plan change process, please contact your [EMS Regional Coordinator](#).

To be eligible for renewal of your current emergency medical service provider license, you must meet the requirements of [Wis. Stat. § 256.15\(6\)\(c\)](#) and [Wis. Admin. Code § DHS 110.46](#). To successfully renew your current emergency medical service provider license, you will need to complete all requirements and application processes by June 30, 2023. You may need to provide documentation as part of the application process.

The 2023–2026 emergency medical service provider license renewal process will be available to service directors through the [Wisconsin E-Licensing system](#). 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 emergency medical service provider’s [E-Licensing](#) account information prior to starting the renewal application process to ensure it is current and correct. Your ability to change information for your emergency medical service provider using the “2023–2026 Wisconsin EMS Service Provider Renewal” application is limited. If you see incorrect information for your service provider, please contact your [EMS Regional Coordinator](#).

Special requirements for ambulance service providers

If your emergency medical service provider is licensed as an ambulance service provider, you will need to provide certification, on a form developed and provided by the Department of Health Services, signed by a representative of the ambulance service provider and the clerk of each county, city, town, or village served by the ambulance service provider, of the population and boundaries of the ambulance service provider's primary service or contract area in that county, city, town, or village. Ambulance service providers with a designated primary service area will be asked to upload a [F-47255 Emergency Medical Services Program Municipal Signature and Population Verification](#) form for each county, city, town, or village in your primary service area as part of the "2023–2026 Wisconsin EMS Service Provider Renewal" application.

If your emergency medical service provider is an ambulance service provider that received funds from the [Funding Assistance Program](#), you will be required to submit a financial report, on a form developed and provided by the Department of Health Services, of all expenditures made in the two previous fiscal years from all funds provided to the ambulance service provider under [Wis. Stat. § 256.12\(4\)](#). Ambulance service directors may find financial expenditure reporting forms, if not already submitted, in [E-Licensing](#). You will not be asked to provide copies of your Funding Assistance Program financial expenditure reports as part of your "2023–2026 Wisconsin EMS Service Provider Renewal" application. Questions regarding reporting requirements for the Funding Assistance Program may be directed to the [Funding Assistance Program team](#).

"2023–2026 Wisconsin EMS Service Provider Renewal" application process

To complete the "2023–2026 Wisconsin EMS Service Provider Renewal" application, the service director will need to log into their [E-Licensing](#) account. The service director will be directed to "My Account." The service director should go to the "Service" tab and review the emergency medical service provider's information in the "Demographics" and "Organization" pages of the service account. If you have any incorrect information in your emergency medical service provider's [E-Licensing](#) account, please contact your [EMS Regional Coordinator](#) for assistance before initiating the "2023–2026 Wisconsin EMS Service Provider Renewal" application.

After the service director has verified the information for the emergency medical service provider in [E-Licensing](#) is correct, the service director can begin the "2023–2026 Wisconsin EMS Service Provider Renewal" application. To find the application in [E-Licensing](#), the service director will need to go to the "Applications" tab in their [E-Licensing](#) account. On the "Available Applications" page, change the setting from "My Applications" to "Service Applications" by selecting the link for "Service Applications." If the service director has special permissions for multiple service providers, it may be necessary to select the "Filter by Service" option and select the service provider for which they want to complete the application. The service director will then scroll through the available service applications to find the "2023–2026 Wisconsin EMS Service Provider Renewal" application. Select the "Apply Now" button next to the "2023–2026 Wisconsin EMS Service Provider Renewal" application to open the application.

Please read and review the information in your application carefully. If 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 EMS Service Provider Renewal" application. When you return to complete the application, it will be available in the "Applications" tab of your [E-Licensing](#) account under "Continue."

Once you successfully complete the "2023–2026 Wisconsin EMS Service Provider Renewal" application you will need to submit it to the [Wisconsin E-Licensing system](#). To submit your "2023–2026 Wisconsin EMS Service Provider 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.

If your application is approved, you will receive an approval email with a copy of your renewed emergency medical service provider license attached. If additional information is needed for your emergency medical service provider renewal application, you will receive an email identifying any missing information.

Remember to complete your emergency medical service provider renewal application by June 30, 2023. There is no late renewal process for emergency medical service provider renewals. To reinstate an expired emergency medical service provider license, you would be required to complete the service operational plan and licensure process under [Wis. Admin. Code § DHS 110.35](#).

Non-renewal of emergency medical service provider licensure

If you do not renew your emergency medical service provider license, your license to provide emergency medical services will expire on June 30, 2023. If your emergency medical service provider has already stopped providing emergency medical services in Wisconsin and wants to notify the Department of Health Services to deactivate your emergency medical service provider license, please notify the Department of Health Services in writing. Written notice that your emergency medical service has stopped providing emergency medical services and will not be renewing may be directed to your [EMS Regional Coordinator](#).

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

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