



Date: May 30, 2023

DPH Numbered Memo EMS 23-10

To: EMS Professionals

From: Wisconsin EMS Section

EMS Instructor Teaching Hours Renewal Information

All Wisconsin EMS certifications and licenses expire June 30, 2023. The purpose of this numbered memo is to assist individuals that hold current Instructor I or Instructor II certifications to apply teaching hours where the individual is the documented instructor to renew the individual's EMS practitioner license and endorsements.

You will need to meet [Wis. Admin. Code § DHS 110.07](#) to renew your EMS practitioner license. If you are planning on using your teaching hours at a [Wisconsin approved EMS training center](#) to renew your EMS practitioner license, please review the following items to assist you in your 2023–2026 EMS renewal process:

- If you do not have National Registry of Emergency Medical Technicians (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.¹ Documentation may include a training center roster or signed statement from the training center.
- You may use your critical care course teaching hours for critical care endorsement renewal for which you were the documented instructor for your endorsement renewal. Documentation may include a training center roster or signed statement from the training center.

If you are using your teaching hours for a course for which you were the documented instructor to renew, you will need to select the option for having completed a refresher course through a [Wisconsin EMS Training Center](#) in your “2023-2026 EMS Practitioner Renewal” application due to how the E-license system is set-up for this renewal period.

- You will be asked to select the training center that you completed your education and training at and enter your course completion date in your “2023–2026 EMS Practitioner Renewal” application.
- You will be responsible for keeping the documentation from your training center that you were the documented instructor for the course. Please be prepared to provide this documentation to the Department of Health Services upon request. You can upload a copy of the signed statement from the training center into your [E-Licensing](#) account under the “Document” tab.

The Wisconsin 2023–2026 EMS Renewal applications are available in your [E-Licensing](#) account under the “Application” tab. Please refer to the memo for your certificate or license level to assist you if you are not the documented instructor for a course. The memos contain alternative ways of completing the refresher requirements for each certificate or license level.

- [Emergency Medical Responder Renewal Information](#)

¹ As May 3, 2023, individuals with an EMS Instructor certification have the ability to use their teaching hours they were the documented instructor for to renew their provider license and critical care endorsement. See [DPH Numbered Memo EMS 23-08](#).

- [Emergency Medical Technician Renewal Information](#)
- [Advanced Emergency Medical Technician Renewal Information](#)
- [Intermediate Renewal Information](#)
- [Paramedic Renewal Information](#)
- [Paramedic with Critical Care Endorsement Requirement](#)

Renewal applications can only be used to renew your current EMS certification or license. You cannot upgrade or downgrade your current certification or licensure level using a renewal application. For more information, please visit the [Wisconsin 2023-2026 EMS Renewal website](#).

Non-renewal of certification or licensure

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

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

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