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TO: All EMS Personnel, Stakeholders, and Partners

FROM: Brian Litza, Chief
Wisconsin Emergency Medical Services Section

SUBJECT: **Late Renewal, Funding Assistance, Criminal & Driving History Issues, WARDS, Training permits**



2010 Late Renewal- If You Have Not Renewed You Are Now In Reinstatement

If your WI EMS certification or license expired on June 30, 2010 and you did not renew your certification or license for the 2010-2012 cycle, your certification or license is not eligible for a late renewal after June 30, 2011. Your license will transition into reinstatement and you will need to fulfill the following:

- Provide continuous education for the previous renewal cycle (2008-2010).
- Complete an assessment exam (written and practical) through the National Registry of EMT's. Each individual must have approval from the WI EMS Office prior taking the exam.
- \$75.00 reinstatement fee

***THE REINSTATEMENT PERIOD UNDER THE NEW RULE
WILL END ON JUNE 30, 2012.***

If you have not reinstated your license by this date you will become lapsed and will be required to complete an initial course of training to obtain a license (DHS 110.09).

Funding Assistance Program

The Governor has called for a 10% cut of all general purpose revenue in the next budget. This will affect EMS and the funding assistance program. We still plan on distributing the money by August but there will be some discussion in the near future on how the money can be distributed differently considering the possibilities for future reductions.

Criminal & Driving Issues

- ***Have you been convicted of any felony or misdemeanor offense(s) not previously reported to the EMS Office?***
- ***Do you have any felony or misdemeanor offense(s) pending against you at this time?***
- ***Have you received any traffic violations that resulted or could result in the suspension, revocation or withdrawal of your driver's license not previously reported to the EMS Office?***

If you could answer yes to any of these questions please make sure you read on! The general public places significant trust in those they invite into their home to help in a time of need. The EMS Section takes this expectation seriously and is required by statute to assure that EMS personnel do not have a criminal or driving history that is substantially related to performing the duties as and EMS responder.

If you did answer yes to any of these questions it is your responsibility to notify the EMS section. Since renewal is just around the corner (June 30, 2012), it is important that you let us know as these events occur so we can make sure that they will not impact your ability to practice. You will need to disclose this information on your 1012-2014 renewal application and we have provided a means to write in the information on the application and then attach and upload an electronic version. Attaching an electronic version will significantly speed up the process of renewal. The documentation can also be mailed to: WI EMS Office, PO Box 2659, Madison, WI 53701-2659

Remember to add each offense to the application and then submit the following for each offense:

- The formal complaints and all of your judgments of convictions for each of your charges; this includes all out of state charges.
- Verification of compliance with all terms of the court order for each conviction.
- Criminal/formal complaint; [available from the clerk of courts in the county you were convicted];
- Judgment of Conviction [available from the clerk of courts in the county you were convicted];
- If currently under supervision, verification of current compliance with supervision; if supervision is complete, verification of discharge from probation/parole;
- Verification of compliance with all terms of your court order, including chemical dependency assessment if ordered by the court.

If you have already been through the criminal history review process, you do not need to resubmit your documentation since it should already be in your E Licensing account. If you have any questions regarding criminal history or driver history review please visit our website at http://www.dhs.wisconsin.gov/ems/EMSsection/EMS_Section.htm to find the appropriate staff member to assist.

2012-2014 Renewal Reminder

We are twelve months away from all WI EMS certifications, licenses and endorsements expiring on June 30, 2012. Are you ready? It is time to start to figure out what you will be doing for your renewal education. The renewal application will be in E-licensing in early 2012.

Here are a few things to assist you in the process.

- Make sure that you can access your account information prior to your renewal.
- Please make sure that your demographics are up to date in the E Licensing system now and going forward. This includes your US postal mailing address and especially your email address.
- After June 30, 2012 any renewal forms submitted for licensure will be considered late renewal and will have a **\$50.00** administrative fee.
- Please also remember that you are renewing your WI EMS License and you will not need to complete a local credentialing agreement for a service that you are already affiliated with.

If you have an active email that you have access you can recover your account at your computer by following the directions on the WI E-Licensing site for account recovery with selecting the “forgot password” option on the home page.

If you cannot access your E- Licensing account because your account contains an email that is no longer active you can change it in your WARDS account and it will update over night. If you have no WARDS access and in inactive e-mail address then please contact Helen Pullen Helen.pullen@wisconsin.gov or Paul Wittkamp at Paul.wittkamp@wisconsin.gov to assist you with your account recovery or to update your email address.

☀ Let’s work together to make this an easy renewal! ☀

WARDS Update

On Thursday, June 30th between 1:00 - 1:30 PM WARDS will be updated to the latest version, #4.5.6. We apologize for any inconvenience caused by the service interruption during that time.

Just a note to those individuals who are unable to access their WARDS account, please try to recover your password using the blue “*Forgot your password*”? hyperlink, which is located just below the login window. If this does not work, and before you contact our office, please check with your Service Director. They have the ability to provide or change either your User ID or password. Just like our office, they do not have access to your password but they can reset it if needed. They can also verify the email address in your account or change it so you can recover your account as previously noted above.

Training sessions are being set up as noted in earlier communications. We are in the process of getting dates approved and locations confirmed. In the meantime please take advantage of the on-line resources that are available to you. There is a training site access that you can use to practice completing a report. Instead of your regular User ID and password use *emsprov* for the User ID and *testing* as the password. Any reports done here do not impact any of the Statewide Data being provided by the service reports. It allows you to see how the various fields work and you can try those options you haven't had an opportunity to use yet. In addition, you can try the new Dynamic Run Report form that ImageTrend has created. We have placed that on this site for review. Let us know how you like or dislike it.

Another resource is ImageTrend University. To access this, click on the "*Help*" hyperlink in the upper right-hand corner of the WARDS homepage. On the next screen, choose "*EMS State Bridge*". This will open another window where you can choose educational videos for a User, Medical Director or Administrator from the tabs on the left-hand side of the screen. You can also view FAQ's, release notes and manuals for EMS State Bridge (WARDS) and other associated products.

Keep watching for upcoming issues of this Memo Series and our website for the locations and times of the WARDS training.

Instructor's Corner

It is with great pride that we present to you the instructor's corner! This area will be used to enhance the communication between our office and the EMS Educators and EMS providers to assure that students are being provided the latest and most accurate information possible.

Training Permit's

The training permit actually has two uses; part of a legal crew on a BLS ambulance and authorization to participate in clinical activities within a training program. The first is for a individuals that needs to be used as part of a licensed crew as described in DHS 110.50(1)(a) on an EMT-Basic ambulance for an EMT-Basic service. If the service is licensed above the level of EMT-Basic, this option is not available to the individual. The instructor does not have anything to do with this process as it is an application that is between the individual, the service director, and the medical director.

The second option is where the training center and you (as instructors) come into play. This training permit allows a student to participate in their clinical experience and "ride along". No clinical experience or "ride along" may begin without a training permit approved at the appropriate level of training.

The process for the issuance of training permits is a simple one and requires very little time if done correctly.

4 Rules for Timely Permit Review:

- 1) Please have the individuals complete the applications for training permits as early as possible. It is not our wish that an individual misses a clinical opportunity or has to rush to get them done while waiting for a permit.
- 2) Make sure that the permit applications are complete. This means that all boxes are filled in and that the appropriate signatures are present. Our office is only able to act on a complete application. If the applications are not complete, it delays the process.
- 3) Make sure that the appropriate paperwork is sent along with the application. The needed information is described on the permit itself. If they answer “yes” to the driving history question, the only acceptable justification is a Wisconsin DOT driving abstract available by calling 608-261-2566. This abstract must be printed within 30 days of the application submission. If they answer “yes” to the criminal history questions, then they must submit the following information for each offense convicted or pending
 - a. Police Report or criminal complaint information
 - b. Judgment of conviction and sentencing
 - c. Verification of compliance with all terms of sentencing including chemical dependency assessments if ordered by the court and verification of compliance/completion of probation or parole.
- 4) If the applicant answers the questions “no”, all we need is a listing of those students e-mailed to Frederick.hornby@wisconsin.gov. After review there will only be an e-mail back approving the permits.

Adhering to the processes as described above will further enhance our ability to provide timely decisions to those waiting for permits. Please be aware that due to the length and complexity of some criminal history issues, it may not always be possible to give an immediate decision and we may need to confer with our legal council regarding the final decision. This is usually the exception and not the rule.