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TO: All EMS Services, Directors, Medical Directors, and Personnel

FROM: Brian Litza, EMS Director
Wisconsin Emergency Medical Services Unit

SUBJECT: Extension of the Training Center Training Permit

The Wisconsin EMS office has begun to receive several requests to extend training center training permits (TCTP) for students that were unable to complete their clinical and/or field requirements before their class officially ended. Under administrative rule DHS 110.15(3)(c), a training permit cannot be renewed. The purpose of this memo is to provide information on how to request an extension for a student that has not completed their requirements prior to the expiration of their TCTP.

On August 2, 2013, the EMS Training Center Advisory Council met and discussed options to address the extension of the TCTP. It was agreed that there are times when unforeseen issues arise that prevent students from completing their clinical and/or field requirements. Several solutions were discussed, but the main concern of the training centers was to provide a mechanism to allow students to complete their requirements while still providing liability coverage and meeting the requirements of administrative rule. Based on these discussions, we are implementing the following:

If a student is unable to complete their clinical and/or field experience before the EMS Training Center Training Permit expires, a waiver must be requested. The language is found in DHS 110.03 and is a waiver request of DHS 110.15(3)(c) to allow for the completion of the clinical and/or field requirements.

The student must complete a [waiver request form](#) (Form F-00569) and submit it to the WI EMS Office **before** their current TCTP expires. In their narrative summary, the student must include:

- the details of why they are unable to complete the clinical/field portion of the course;
- the amount of time they are requesting the permit be extended; and
- how they can ensure that they will complete these tasks within the additional time requested.

The student's EMS Instructor of record will also need to provide a new [EMS Training Center Training Permit Eligibility Certification form](#) with the updated course information. The EMS Instructor should also submit copies of any documentation the school uses to extend the course for the student to complete activities (learning agreements, policy, etc.).

If you have further questions regarding this issue, please contact our office at 608-266-1568 or by e-mail at DHSEMSSMAIL@dhs.wisconsin.gov