



DIVISION OF PUBLIC HEALTH

Scott Walker  
Governor

1 WEST WILSON STREET  
P O BOX 2659  
MADISON WI 53701-2659

Kitty Rhoades  
Secretary

**State of Wisconsin**

608-266-1568

FAX: 608-261-6392

TTY: 888-701-1253

Department of Health Services

[dhs.wisconsin.gov/ems](http://dhs.wisconsin.gov/ems)

**Numbered Memo Series 13-05(a)**  
**October 2013**



**DATE:** October 28, 2013

**TO:** WI Emergency Medical Services (EMS) Service Directors

**FROM:** Brian Litza, Director, WI EMS Program

**SUBJECT:** EMS Service Providers Preparation for 2014-2016 Renewals

The WI EMS program is preparing for the 2014-2016 licensing renewal cycle. Throughout the renewal period (November 1, 2013 to June 30, 2014), renewal notices will be electronically sent to services and individuals using the WI [E-Licensing](#) system, and through regular mail via the U.S. Postal Service. As EMS service agency directors, we are asking for your assistance in updating your service's information and reminding individuals licensed through your agency to update their [E-Licensing](#) information as well.

Please take the time now to log into your [E-Licensing](#) account to verify that all information is current, including your email and mailing addresses. This is important because it will assure that you receive all of the critical renewal information, and it will help avoid any delays in license processing due to incorrect information.

If you do not remember your username or password, please use the tools provided at the login screen to recover that information.

For more information, please visit <http://www.dhs.wisconsin.gov/ems/index.htm>.  
For assistance, please contact [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov).

Thank you!