



Date: April 14, 2015

DPH Numbered Memo 15-03
April 2015

To: All EMS Service Directors
All EMS Medical Directors

From: Wisconsin Emergency Medical Services Section



Out-of-State Licensure

After dissemination of the Numbered Memo 15-02 regarding Mutual Aid, there have been many questions that we would like to clarify. We want to make the Wisconsin licensing process as efficient as possible for out-of-state services and EMTs, and work with out-of-state services to develop expectations and a timeline to come into full compliance.

Who needs a Wisconsin EMS license:

Under Wis. Stat. s. 256.15 (2), Wisconsin licensure **is required** in order to provide ambulance or EMT service in Wisconsin. This is a requirement that may not be waived under DHS 110.03 because it is a statute requirement.

Out-of-state services and out-of-state EMTs that come into Wisconsin and practice emergency medical services must be licensed.

How to be licensed in Wisconsin:

EMS service requirement:

- Contact the appropriate coordinator in the WI EMS office:
 - Chuck Happel – Intermediate Coordinator at 608-266-0471 or Charles.Happel@wisconsin.gov
 - Fred Hornby – Paramedic Coordinator at 608-266-8853 or Frederick.Hornby@wisconsin.gov
 - Ray Lemke – Basic and First Responder Coordinator at 608-266-0737 or Ray.Lemke@wisconsin.gov

Individual EMT requirements:

If you currently hold NREMT:

- Complete a Reciprocity License application in Wisconsin *E-Licensing* at <https://www.wi-emss.org/public/wisconsin/>.

- Complete, print and submit the Verification of Out-of-State Licensure form to the state EMS office(s) confirming that you hold or have held an EMS license. This form is available in Wisconsin *E-Licensing*.
- Provide a valid NREMT number for the level for which you are applying.
- Submit a copy of the Certificate of Completion for a [Terrorism Awareness course](#) provided online through the department or present evidence satisfactory to the department of sufficient education and training for response to acts of terrorism.
- An administrative fee of \$50 must be submitted with any reciprocity application submitted after January 1, 2011. The department will waive this fee for individuals who obtain a letter of support from a Wisconsin EMS service and complete the application process by **April 15, 2016**.

If you do not currently hold NREMT:

- Complete the Verification of Out-of-State Education form. This form is available in Wisconsin *E-Licensing*.
- Wisconsin requires current National Registry certification for licensure for all license levels. Eligible applicants without current National Registry certification will need to pass the National Registry examination. A letter of authorization for entry to the exam will be sent to you upon proof of eligibility.
- Complete, print and submit the Verification of Out-of-State Licensure form to the state EMS office(s) confirming that you hold or have held an EMS license. This form is available in Wisconsin *E-Licensing*.
- Submit a copy of the Certificate of Completion for an approved [Terrorism Awareness course](#) provided online through the department or present evidence satisfactory to the department of sufficient education and training for response to acts of terrorism.
- An administrative fee of \$50 must be submitted with any reciprocity application submitted after January 1, 2011. The department will waive this fee for individuals who obtain a letter of support from a Wisconsin EMS service and complete the application process by **April 15, 2016**.
- Submit a copy of the Certificate of Completion for your most recent refresher course at the level of license you are requesting.

For more information, please visit <https://www.dhs.wisconsin.gov/ems/licensing/reciprocity.htm>.

If you are an out-of-state service or EMT that is required to obtain a Wisconsin license, we would like to work with you. Please contact our office with any questions at 608.266.1568 or dhsemssmail@wi.gov.