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To: All EMS Healthcare Professionals



From: Wisconsin Emergency Medical Services Section

## 2018-2020 EMS Healthcare Provider Renewal Requirements

The Wisconsin Department of Health Services (DHS) EMS Office will open the [2018-2020 Provider Renewal](#) process on November 1, 2017, through June 30, 2018. **You must complete all educational requirements prior to completing and submitting the 2018-2020 Provider Renewal application.** You must complete the 2018-2020 Provider Renewal application by June 30, 2018, to obtain a current certification or license that is valid until June 30, 2020. There is no fee for this license if the renewal process is completed by June 30, 2018. If a currently licensed or certified Wisconsin EMS provider has not renewed his/her provider license or certification by June 30, 2018, that provider may not function as an EMS provider after that date. Wisconsin Admin. Code § DHS 110.05(2) states, "a person acting or advertising as an EMT or First Responder without a license or certificate issued by the department or without appropriate credentialing may be subject to department action under sub ch. V or Wis. Stat. § 256.15 (11) (c), (d), or (f), as applicable."

**Any application received after June 30, 2018, will be considered a late renewal under DHS 110.09 (1) and will require the payment of late or reinstatement fees as indicated below.**

All Wisconsin EMS provider applications are completed in the [E-Licensing](#) system. The important renewal dates to remember for 2018-2020, are:

- **July 1, 2016, through June 30, 2018**, is the standard renewal period to complete educational requirements.
- **July 1, 2018 through December 31, 2018**, will be the late renewal period and incurs a \$50 late renewal administrative fee, per DHS 110.16 (1) (a).
- **January 1, 2019, through June 30, 2020**, will be the reinstatement period and incurs a \$75 reinstatement administrative fee, per DHS 110.16 (1) (b).

A license or certification that has been expired for two years or more may only be reinstated by successful completion of the initial education, training and examination requirements.

All continuing education is a personal responsibility. For the 2018-2020 License renewal process, all education requirements must be completed between July 1, 2016, and June 30, 2018. Flexible continuing education may be obtained through various formats, but needs to be documented as completed education and training between July 1, 2016, and June 30, 2018, and must meet requirements in Wis. Admin. Code

§ DHS 110.07. You must submit all flexible education documentation to verify renewal education course completion upon submission of the renewal application to the [E-Licensing](#) system.

### **First Responder/EMR**

To be eligible for recertification as a Wisconsin First Responder/EMR health care provider, you must complete the following eligibility and training requirements as required by DHS 110.07:

1. Successful completion of an initial First Responder education course between July 1, 2016, and June 30, 2018, or
  - Successful completion of an 18 hour First Responder refresher course between July 1, 2016, and June 30, 2018, at an approved [Wisconsin EMS Training Center](#), or
  - Successful completion of an 18 hour [NCCP First Responder](#) refresher between July 1, 2016, and June 30, 2018, or
  - Successful completion of an 18 hour [First Responder alternative flexible refresher](#) between July 1, 2016, and June 30, 2018, or
  - Successful recertification by completing the [First Responder NREMT assessment exam](#), or
  - Successful completion of an initial EMT education course between July 1, 2016, and June 30, 2018.
2. The individual holds current [CPR](#) certification at the professional level by an organization specified under DHS 110.17 (1)
3. The individual does not have an [arrest or conviction record](#) that is substantially related to performing the duties of an EMS professional, as determined by DHS. If you have an arrest or conviction record, please include this information on your renewal application.
4. **The individual must complete all educational requirements before submitting the 2018-2020 Provider Renewal application by June 30, 2018 to the [E-Licensing](#) system.**

### **EMT Basic**

To be eligible for recertification as an EMT Basic health care provider, you must complete the following eligibility and training requirements as required by DHS 110.07:

1. Successful completion of an initial EMT education course between July 1, 2016, and June 30, 2018, or
  - Successful completion of a 30-hour EMT refresher course between July 1, 2016, and June 30, 2018, at an approved [Wisconsin EMS Training Center](#), or
  - Successful completion of an [NCCP EMT refresher](#) between July 1, 2016, and June 30, 2018, or
  - Successful completion of a 30 hour [EMT alternative flexible refresher](#) between July 1, 2016, and June 30, 2018, or
  - Successful recertification by completing the [EMT NREMT assessment exam](#), or
  - Successful completion of the initial AEMT course at an approved [Wisconsin EMS Training Center](#) between July 1, 2016, and June 30, 2018, or
  - Successful completion of the didactic portion of the initial Paramedic course at an approved [Wisconsin EMS Training Center](#) between July 1, 2016, and June 30, 2018.
2. The individual holds current [CPR](#) certification at the professional level by an organization specified under DHS 110.17 (1).

3. The individual does not have an [arrest or conviction record](#) that is substantially related to performing the duties of an EMS professional, as determined by DHS. If you have an arrest or conviction record, please include this information on your renewal application.
4. **The individual must complete all educational requirements before submitting the completed [2018-2020 Provider Renewal](#) application by June 30, 2018, to the [E-Licensing](#) system.**

### **Intermediate Technician/AEMT**

To be eligible for recertification as an Intermediate Technician/AEMT health care provider, you must complete the following eligibility and training requirements as required by DHS 110.07.:

1. Successful completion of an initial AEMT education course between July 1, 2016, and June 30, 2018, or
  - Successful completion of a 42 hour AEMT refresher course between July 1, 2016, and June 30, 2018, at an approved [Wisconsin EMS Training Center](#), or
  - Successful completion of a 30 hour EMT refresher course between July 1, 2016 and June 30, 2018 at an approved [WI EMS Training Center](#) and successful completion of a 12-hour AEMT refresher course between July 1, 2016, and June 30, 2018, at an approved [Wisconsin EMS Training Center](#) or 12 hours of continuing education approved by the service medical director, or
  - Successful completion of an [NCCP AEMT refresher](#) between July 1, 2016, and June 30, 2018, or Successful completion of a 42 hour [AEMT alternative flexible refresher](#) between July 1, 2016, and June 30, 2018, or
  - Successful recertification by completing the [AEMT NREMT assessment exam](#), or
  - Successful completion of the didactic portion of a Paramedic course or completion of an initial Paramedic course at an approved [Wisconsin EMS Training Center](#) between July 1, 2016, and June 30, 2018.
2. The individual holds current [CPR](#) certification at the professional level by an organization specified under DHS 110.17 (1).
3. The individual does not have an [arrest or conviction record](#) that is substantially related to performing the duties of an EMS professional, as determined by DHS. If you have an arrest or conviction record, please include this information on your renewal application.
4. **The individual must complete all educational requirements before submitting the completed [2018-2020 Provider Renewal](#) application by June 30, 2018, to the [E-Licensing](#) system.**

### **Intermediate**

To be eligible for recertification as an Intermediate healthcare provider, you must complete the following eligibility and training requirements as required by DHS 110.07:

1. Successful completion of a 48 hour Intermediate or Paramedic refresher course between July 1, 2016, and June 30, 2018, at an approved [Wisconsin EMS Training Center, or](#)
  - Successful completion of a 48 hour [Intermediate transition refresher](#) between July 1, 2016, and June 30, 2018, or
  - Successful completion of a 48 hour [Paramedic alternative flexible refresher](#) between July 1, 2016, and June 30, 2018, or
  - Successful completion of the initial Paramedic course at an approved [Wisconsin EMS Training Center](#) between July 1, 2016, and June 30, 2018.
2. The individual holds current [CPR](#) certification and ACLS at the professional level by an organization specified under DHS 110.17 (1).

3. The individual does not have an [arrest or conviction record](#) that is substantially related to performing the duties of an EMS professional, as determined by DHS. If you have an arrest or conviction record, please include this information on your renewal application.
4. ***The individual must complete all educational requirements before submitting the completed [2018-2020 Provider Renewal](#) application by June 30, 2018, to the [E-Licensing](#) system.***

### **Paramedic**

To be eligible for recertification as a Paramedic health care provider, you must complete the following eligibility and training requirements as required by DHS 110.07:

1. Successful completion of an initial Paramedic course between July 1, 2016, and June 30, 2018, at an approved [Wisconsin EMS Training Center](#), or
  - Successful completion of a 48 hour Paramedic refresher training at an approved [Wisconsin EMS Training Center](#) between July 1, 2016, and June 30, 2018, or
  - Successful completion of a 48 hour [Paramedic alternative flexible refresher](#) between July 1, 2016, and June 30, 2018, or
  - Successful completion of an [NCCP Paramedic refresher](#) between July 1, 2016, and June 30, 2018, or
  - Successful completion of an initial Critical Care course at an approved [Wisconsin EMS Training Center](#), or
  - Successful recertification by completing the [Paramedic NREMT assessment exam](#).
2. The individual holds current [CPR](#) certification and ACLS at the professional level by an organization specified under DHS 110.17 (1).
3. The individual does not have an [arrest or conviction record](#) that is substantially related to performing the duties of an EMS professional, as determined by DHS. If you have an arrest or conviction record, please include this information on your renewal application.
4. ***The individual must complete all educational requirements before submitting the [2018-2020 Provider Renewal](#) application by June 30, 2018, to the [E-Licensing](#) system.***

### **Critical Care Paramedic**

To be eligible for recertification as an EMT Critical Care Paramedic health care provider, you must complete the following eligibility and training requirements as required by DHS 110.07:

1. Successful completion of an initial Critical Care Paramedic course between July 1, 2016, and June 30, 2018, at an approved [Wisconsin EMS Training Center](#), or
  - Successful completion of a 48 hour Paramedic refresher and a 24 hour Critical Care refresher training at an approved [Wisconsin EMS Training Center](#) between July 1, 2016, and June 30, 2018, or
  - Successful completion of a 48-hour [Paramedic alternative flexible refresher](#) and a 24-hour [Critical Care Paramedic flexible refresher](#) between July 1, 2016, and June 30, 2018, or
  - Successful completion of an [NCCP Paramedic refresher](#) and successful completion of a 24 hour [Critical Care Paramedic flexible refresher](#) between July 1, 2016, and June 30, 2018, or
  - Successful recertification by completing the [Paramedic NREMT assessment exam](#) and successful completion of a 24 hour [Critical Care Paramedic flexible refresher](#) or a 24 hour Critical Care refresher training at an approved [Wisconsin EMS Training Center](#) between July 1, 2016, and June 30, 2018.
2. The individual holds current [CPR](#) certification and ACLS at the professional level by an organization specified under DHS 110.17 (1).

3. The individual does not have an [arrest or conviction record](#) that is substantially related to performing the duties of an EMS professional, as determined by DHS. If you have an arrest or conviction record, please include this information on your renewal application.
4. **The individual must complete all educational requirements before submitting the completed [2018-2020 Provider Renewal](#) application by June 30, 2018, to the [E-Licensing](#) system.**

#### **Tactical EMS (TEMS) Endorsement**

To be eligible for recertification as an EMS health care provider with TEMS endorsement, you must complete the following eligibility and training requirements as required by DHS 110.07 for your core license level. Training needs to be completed between July 1, 2016, and June 30, 2018. Renewal education can be completed in the following format as shown above for each license level.

1. The individual shall be licensed as an EMS professional and affiliated with a department-recognized tactical team. The applicant shall present documentation of an affiliation with a department recognized tactical team.
2. The individual holds current [CPR](#) certification and ACLS if required by licensure level at the professional level by an organization specified under DHS 110.17 (1).
3. The individual does not have an [arrest or conviction record](#) that is substantially related to performing the duties of an EMS professional, as determined by DHS. If you have an arrest or conviction record, please include this information on your renewal application.
4. **The individual must complete all educational requirements before submitting the completed [2018-2020 Provider Renewal](#) application by June 30, 2018, to the [E-Licensing](#) system.**

#### **Flexible Refreshers**

All continuing education is a personal responsibility. Continuing education topics may include subjects contained within the National Scope of Practice, as well as other subject matter specifically related to the emergency medical care of patients. Continuing education may be obtained through a variety of delivery methods including didactic sessions, practical drills, workshops, EMS conferences, and distributive education.

You must submit education course completion documentation to verify renewal education course completion upon submission of the renewal application to the E-Licensing system and it needs to be documented as education and training completed between July 1, 2016, and June 30, 2018, and must meet requirements of Administrative Code DHS 110.07. For this renewal cycle, Wisconsin EMS is working with the National Registry of Emergency Medical Technicians (NREMT) to accept the [National Continued Competency Program](#) recertification model. For 2018-2020 EMS Flexible refresher information and documentation, please go to the [EMS Licensing Renewal Training/Retraining Requirements](#).

It is recommended that continuing education be obtained through any of the following:

- Courses approved by the Commission on Accreditation for Pre-Hospital Continuing Education ([CAPCE](#)) (F1, F2, F5 courses).
- Conferences sponsored by recognized Wisconsin organizations or hospitals.
- Pre-approved in-house training approved by the EMS office and EMS service medical director.

Please verify the education meets the requirements in DHS 110.07 prior to submitting the completed [2018-2020 Provider Renewal](#) application by June 30, 2018, to the [E-Licensing](#) system.

### **Renewal Applications**

**Continuing education is a personal responsibility. You are responsible for ensuring all education requirements are completed between July 1, 2016, and June 30, 2018, and meet the requirements in DHS 110.07 prior to submitting the completed [2018-2020 Provider Renewal](#) application by June 30, 2018.**

The 2018-2020 EMS Provider Renewal application will only renew the valid certification or license that you currently hold. You cannot upgrade or downgrade your provider license level using the renewal application.

You **will not** be able to reopen your renewal application once it has been submitted to the [E-Licensing](#) system. All renewal applications submitted to the Wisconsin EMS licensing system prior to an individual's training being completed will be subject to disciplinary action based on DHS 110.54 and will result in the suspension or revocation of your EMS provider license or certification.

### **Licensure Level Upgrade**

If you are eligible to upgrade your Wisconsin EMS license level based on completed initial education and training, you will then need to log in to your account in [E-Licensing](#) and complete a ***Provider Upgrade Application*** by June 30, 2018. You may not complete a 2018-2020 Provider Renewal application to upgrade your Wisconsin EMS license. The 2018-2020 EMS Provider Renewal Application will only renew the license that you currently hold. You may not upgrade a provider license level using the renewal application.

### **Licensure Level Downgrade**

If you downgrade your Wisconsin EMS license level, based on completed education at the licensure level you are downgrading to, you will need to log in to your account in [E-Licensing](#) and complete the ***Provider Downgrade Application*** by June 30, 2018. Continuing education is a personal responsibility. You must submit education course completion documentation to verify renewal education course completion upon submission of the renewal application to the E-Licensing system. You must document completed education and training between July 1, 2016, and June 30, 2018, and must meet requirements in Administrative Code DHS 110.07. You are responsible to ensure all education requirements are completed between July 1, 2016, and June 30, 2018, and meet the requirements in Administrative Code DHS 110.07 prior to submitting the ***Provider Downgrade Application***. You may not complete a 2018-2020 Provider Renewal Application to downgrade your EMS license. The 2018-2020 EMS Provider Renewal Application will only renew the license that you currently hold. You may not downgrade a provider license level using the renewal application.

### **Instructor II Renewal Applications**

To be eligible for recertification as an Instructor II, as required by DHS 110.28, you must successfully complete the [2018-2020 Provider Renewal](#) Application process by June 30, 2018, to renew your core EMS certification or license. You are then eligible to complete the [Instructor II Renewal](#) Application process to renew your EMS instructor certification. You must be actively credentialed with a Wisconsin EMS Training Center to provide documentation of continued affiliation with a training center as required in DHS 110.28 (4) (b).

### **Waiver Request for Active Military Deployment and Medical Conditions**

If you are unable to renew your current certification or license due to active military deployment during the biennium that prevents your ability to complete refresher activities, or you had a significant medical

condition during the biennium that prevented you from completing refresher activities, you may be eligible to receive an extension for the renewal process by completing the [Waiver of Administrative Rule for Licensure](#). You should submit the supporting documentation and completed form to [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov). You must complete this process before your EMS certification/licensure expires. The EMS program has sole discretion in determining if the waiver will be granted. The decision of the EMS program is final and is not appealable under DHS 110.59.

**Retirement and Non-Renewal of EMS Certification/Licensure**

If you do not plan to renew your Wisconsin EMS certification or licensure, please notify the Wisconsin EMS office by sending an email to [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov), including your first and last name as it appears on your EMS account, documenting that you will not be seeking 2018-2020 Wisconsin EMS renewal. Your email address will be removed from your account so you will no longer receive Wisconsin EMS communications.

For detailed [2018-2020 Provider Renewal](#) information, please visit your Wisconsin EMS renewal website at <https://www.dhs.wisconsin.gov/ems/licensing/renewal.htm>

If you have any questions, please contact the Wisconsin EMS office at 608-266-1568 or [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov)