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To: All Wisconsin EMS Service Directors

From: Wisconsin Emergency Medical Services Section



2018-2020 EMS Service License Renewal Information

The purpose of this memo is to provide guidance and information to assist you as the EMS [Service Director](#) in the EMS service renewal process. The 2018-2020 EMS renewal applications will be available November 1, 2017, through June 30, 2018. All EMS service licenses must be renewed by June 30, 2018, when all Wisconsin EMS certifications and licenses expire, if the service plans to continue operating after that date.

Please review the following items to assist you in your 2018-2020 Service Renewal process:

- You must be able to log into your EMS account in the E Licensing system to complete your 2018-2020 EMS Service renewal application process. If you have difficulty logging in, you can use the [Forgot Username](#) or [Forgot Password](#) features to assist you in this process.
- The 2018-2020 Service Renewal process is based on having a current approved [Operational Plan](#) for your EMS service.
- If you need assistance to verify if your EMS service has a current approved [Operational Plan](#), you should contact your [EMS Regional Coordinator](#) to assist you.
- You must renew your EMS Service license by June 30, 2018, or your service will no longer be operating as a licensed EMS agency. All EMS dispatch centers will be notified on July 1, 2018, of any EMS services that are no longer licensed in Wisconsin. These services will no longer be paged out for EMS assistance.
- Your EMS service renewal application is located in your EMS [E-Licensing](#) account in the “Applications” area of your EMS account. Once in the “Applications” side of your account, select the “Service Applications” option listed in your account and you will find the 2018-2020 EMS Service Renewal.
- Once you have successfully renewed your EMS Service license, you are able to print the license from your EMS E Licensing account.

If you have any questions or concerns, please contact the EMS Office by calling 608-266-1568 or email dhsemssmail@dhs.wisconsin.gov.