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To: All Wisconsin EMS Instructors

From: Wisconsin Emergency Medical Services Section



### 2018-2020 EMS Instructor Renewal Information

The purpose of this memo is to provide guidance and information to assist you in the EMS Instructor renewal process. The 2018-2020 EMS renewal applications will be available on November 1, 2017. All EMS certifications and licenses must be renewed by June 30, 2018, when Wisconsin EMS certifications and licenses expire. For you to continue your role as a Wisconsin EMS Instructor, you must first successfully renew your EMS provider certification or licensure and then you will be able to renew your EMS Instructor certification. In other words, you will not have access to the instructor renewal application until you renew your core EMS certificate of license.

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

- You must be able to log into your EMS account in the E-Licensing system to complete the provider 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.
- Instructor I certifications are valid and do not need to be renewed as long as you maintain your core EMS certification or licensure.
- Once again, you must complete the 2018-2020 EMS Provider renewal process before you will have access to the 2018-2020 EMS Instructor renewal application process. You will need to refresh your EMS account to have access to the Instructor renewal process after you renew your core EMS certification or license.
- All Wisconsin EMS 2018-2020 EMS Instructor applications are completed in the E-Licensing system and must be entirely completed by June 30, 2018. If you do not renew your Wisconsin EMS Instructor certification by June 30, 2018, you will not be able to act as an EMS Instructor. According to Wis. Admin. Code § DHS 110.05(2), a person acting or advertising as an EMT or first responder without a license or certificate issued by the Department of Health Services 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.
- Wisconsin Admin. Code § DHS 110.28 requires current certification with the NREMT at the EMT basic level or higher and at or above the level for which the applicant seeks DHS certification. If the applicant is an EMT-paramedic licensed under this chapter before January 1, 2013, certification with the NREMT is not required. Certification with the NREMT at the EMT-paramedic level is required for critical care paramedic EMS instructor II certification.
- Wisconsin Admin. Code § DHS 110.28(4)(b) requires continued affiliation with a training center.

- If you do not successfully complete the 2018-2020 EMS provider renewal process, you will need to complete the [2018-2020 late renewal](#) process by December 31, 2018.

Please review the 2018-2020 License/Certification Renewal Requirements [Memo 17-01](#) for more detailed information to renew your core EMS certification or license.

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