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To: All Wisconsin EMS Healthcare Professionals

From: Wisconsin Emergency Medical Services Section



## 2018-2020 EMS Provider Renewal Information

The purpose of this memo is to provide guidance and information to assist you in the EMS provider 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 all Wisconsin EMS certifications and licenses expire. To practice as an EMS health care provider in Wisconsin, you must have a current EMS licensure or certification and be credentialed with an EMS agency to provide prehospital emergency care. You do not have to be credentialed with an EMS service to renew your EMS health care provider license.

To assist you in your [2018-2020 Provider Renewal](#) process please review the following items:

- You must be able to log into your EMS account in the E Licensing system to complete your 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.
- To update your CPR, ACLS, PALS, and PEPP certifications in the E-Licensing system, you will need to complete the “Certification Reporting” application in your EMS account located in your EMS account in “Applications.”
- All continuing education is your personal responsibility.
- You must complete the continuing EMS educational refresher requirements before submitting your renewal application to the E-Licensing system. Submitting applications without the required educational requirements will result in actions being taken against your certification or licensure.
- You must complete your continuing EMS educational refresher components between July 1, 2016, and June 30, 2018. Education completed outside of this time-frame may not be used to complete the renewal process.
- You must submit your continuing EMS educational refresher course completion documentation with your 2018-2020 EMS Provider Renewal application. If you complete your continuing education through an approved [Wisconsin EMS Training Center](#), the training center will add this information to your EMS account in the E-Licensing system. If you are completing an [alternative flexible refresher](#), you will need to provide a completed alternative flexible refresher form for your level of EMS certification or licensure with your 2018-2020 EMS provider application in the E-Licensing system. You must submit all flexible education documentation to verify renewal education course completion with submission of your renewal application to the E-Licensing system.
- All Wisconsin 2018-2020 EMS provider 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 health care provider certification or license by June 30, 2018, you may not respond as an EMS health care provider after that date. 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.
- 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.
- You cannot upgrade or downgrade your EMS certification or license using a 2018-2020 EMS provider renewal application. The Upgrade and Downgrade applications are located in your EMS account in “Applications” in the E-Licensing system.

Please review the 2018-2020 License/Certification Renewal Requirements [Memo 17-01](#) for more detailed information.

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).