Applying for an EMS Basic Training Permit

The training permit actually has two uses; part of a legal crew on a BLS ambulance and authorization to participate in clinical activities within a training program. The first is for individuals that needs to be used as part of a licensed crew as described in DHS 110.50(1)(a) on an EMT-Basic ambulance for an EMT-Basic service. If the service is licensed above the level of EMT-Basic, this option is not available to the individual. This Basic Training Permit application is between the individual applicant, the service director, and the medical director. The Basic Training Permit (ONLY FOR PART OF A LICENSED EMT-BASIC SERVICE) application is found in the *E-Licensing System* under "Apply for a License".

Once you are participating and enrolled in a basic EMT training course and meet all the requirements in DHS 110.15 you are ready to apply for a Basic Training Permit. You must log into the WI EMS *E-Licensing* system.

See the image below of the *E-Licensing* home page.

You will use the User name and password that you selected when you created your account in the *E-Licensing* system. If you have forgotten your password or user name, you can select the “Forgot Password” button or the “Forgot User Name” button to assist you with the recovery of your information.
The next page that you will see (image below) is the account profile page. This is the page that you will use to update and of your demographic information such as address changes, updated email address, update your CPR, and any other information that you need to update for your EMS profile.
Once logged into your account, click on “Apply for a License” as shown below.

After the next page comes up, scroll down and you will see the various documents available to you as shown below. You will want to select the “Basic Training Permit Application (ONLY FOR PART OF A LICENSED EMT-BASIC SERVICE) - Close date: Jun 30, 2020” application as shown in the image below.
Once you select the “Basic Training Permit Application (ONLY FOR PART OF A LICENSED EMT-BASIC SERVICE) - Close date: Jun 30, 2020” application you will see, the image below. You will need to select the “start” link.
Once you have clicked on the start link, you will see a screen (shown below), that is the application for you to complete. You must complete the entire application. The red arrows indicate information you will need to add to your the “Basic Training Permit Application (ONLY FOR PART OF A LICENSED EMT-BASIC SERVICE) - Close date: Jun 30, 2020” application. If all of this information is not added, you will receive an email from the WI E-Licensing system indicating that you have an incomplete application.

Once your application has been completed, you must electronically sign your application, using your user name and password.
The next screen you will see will look like this, see the image below.

After you have completed the application successfully your will receive this email, from the E Licensing system to the email address that you have in your E Licensing profile.

Dear Applicant,

Thank you for your application for an EMS Provider license. Applications are processed in the order we receive them. Please refer to our website at [www.dhs.wisconsin.gov/ems](http://www.dhs.wisconsin.gov/ems) for the status of your application. We will contact you via email once your license is issued. You will receive an email directing you to log into E-Licensing where you will be able to print your license.

Please do not complete a Local Credential Agreement until you are properly licensed. Once your license has been issued, you may then log into your E-Licensing account and complete a Local Credential Agreement. You must be locally certified with a Wisconsin EMS Agency prior to practicing as an EMS Provider in the State of Wisconsin.

Please remember to keep your E-Licensing profile up to date at all times. It is critical that you have access to the email address entered in E-Licensing so that you receive all important correspondence pertaining to any application or license. Please add dhsemsmail@wisconsin.gov to your "safe" list so that our correspondence does not get filtered as junk mail.

Thank you for your interest in Wisconsin EMS!

The Wisconsin EMS Section

After you have received this email, the WI EMS Office staff will be alerted that your application has been completed and is ready for review. Once the office staff has reviewed the application, it will either be approved or the applicant will be notified by email as to what information is still needed to complete the process. If you do not get an email within five business days, please contact the WI EMS Office. Once the application is approved you will receive an email like the email below.

Cc: Subject: License Application Approval

Congratulations! Your EMS Provider license has been issued. You may now log into E-Licensing at [https://www.wi-emes.org/public/wisconsin](https://www.wi-emes.org/public/wisconsin) to print a copy of your license. Currently, E-Licensing is supported on Windows using Internet Explorer (IE) only. Although it may function, some features may not display properly on a Mac or with other browsers, such as Firefox or Safari. If you are using a browser other than IE and are experiencing problems with any pdf document, please try again using IE.

In Wisconsin, you must be credentialed with a licensed EMS Agency to be able to operate or practice as an EMS Provider. This must be completed prior to practice by logging into E-Licensing and completing a "Local Credential Agreement.”

Please remember that it is your responsibility to keep your E-Licensing profile up to date at all times. It is critical that you have access to the email address entered in E-Licensing so that you receive all important correspondence pertaining to your license. Please add dhsemsmail@wisconsin.gov to your “safe” list so that our correspondence does not get filtered as junk mail.

Again, congratulations and thank you for your interest in Wisconsin EMS!

Wisconsin EMS Section
Once you have received this email shown above, you must log back into your WI E Licensing account and you will see this screen.

When you see this screen, where the red arrow is, click on the “Start” button and you will be able to see and print your Basic Training Permit (ONLY FOR PART OF A LICENSED EMT-BASIC SERVICE). If you need assistance, please contact the WI EMS Office.

Before you are able to provide patient care and be on a service roster, you must complete a Local Credentialing Agreement with the service to be a legal crew member. Without having a service shown on this page, you are NOT a legal crew member and are in violation of DHS 110, and will face disciplinary action against your WI EMS Basic Training Permit and future EMS License.

One you’re a local credentialing agreement is approved, and you are added to the roster, you are also added to the service WARDS roster as well. You will need to contact your service director for user access to the service WARDS page, so that you are able to complete your runs in the WARDS system.

If you have any questions, please contact the WI EMS office.