

Reciprocity License Application Instructions

EMS personnel licensed or trained in another state may be eligible for licensure in Wisconsin. Wisconsin requires current National Registry certification for licensure for all license levels. Eligible applicants without current National Registry certification will need to pass the National Registry assessment examination. A letter of authorization for entry to the exam will be sent to you upon proof of eligibility. Documentation and materials needed to determine license eligibility are outlined below for each license level. Electronic applications are submitted through the E-Licensing system. You will need to create an account in the E-Licensing system to apply for your Wisconsin EMS Certification/License. For more information, please go to the Wisconsin E Licensing page. You can also go to the Wisconsin Reciprocity page for additional information.

All materials will be reviewed and applicants will be notified of eligibility via email thru the system. Please take the time to review this information as it contains important instructions and will help answer any of your questions and guide you through the process

All WI EMS Reciprocity License Levels

- Complete a Reciprocity License application in E-Licensing
- Complete the Verification of Out-Of-State Licensure (available in E-Licensing), print and submit to the state EMS office(s) that you hold or have held an EMS license.
- Submit a copy of the Certificate of Completion for an approved Terrorism Awareness course only if you have not completed this course previously.
- An administrative fee of $50 must be submitted with any reciprocity application effective 01/01/2011

If you do not currently hold NREMT;

- Complete the Verification of Out-Of-State Education form (available in E-Licensing)
- Complete the Verification of Out-Of-State Licensure (available in E-Licensing), print and submit to the state EMS office(s) that you hold or have held an EMS license.
- Submit a copy of the Certificate of Completion for an approved Terrorism Awareness course only if you have not completed this course previously.
- An administrative fee of $50 must be submitted with any reciprocity application submitted after 01/01/2011
- A copy of the Certificate of Completion for your most recent refresher course

Administrative Fees

We are working on the credit card payment system within E-licensing to collect administrative fees. An administrative fee of $50 must be submitted with any reciprocity application. Until the credit card payment system is operational all fees need to be submitted via cashiers check or money order made out to the "Department of Health Services" and mailed to:

WI EMS Section – Licensing
1 W Wilson St, Room 372
PO Box 2659
Madison, WI 53701-2659

Once you have set up your Wisconsin E-Licensing account and have all of your documentation you are ready to apply for Wisconsin Reciprocity. You will need to log into your Wisconsin E-Licensing account. See the image below of the E-Licensing home page.
This is the page that you will log into to access the E-Licensing system. 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. Once you have logged into the system for the first time, you will get a page that looks like the one shown below. This page prompts you to change your password to a permanent password that only you should know.

After you change your password, you will go to your E Licensing home page (see image below).
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. Now you are ready to apply for your Reciprocity License. You will now select, “Apply for a License”, as shown in the image below.
The next screen you will see is the Applications accepted Online page. You will need to select the Reciprocity License 8-2001 (FOR OUT OF STATE EDUCATION OR OUT OF STATE LICENSURE) See the image shown below.

After you select the Reciprocity License 8-2001 (FOR OUT OF STATE EDUCATION OR OUT OF STATE LICENSURE) you will see the screen shown below. You will then select the “start” link. This will take you to the application.
The next four pages that you will see is the Reciprocity License 8-2001 (FOR OUT OF STATE EDUCATION OR OUT OF STATE LICENSURE) application. **Wisconsin requires current National Registry certification for licensure for all license levels.** Eligible applicants without current National Registry certification will need to pass the National Registry assessment examination. A letter of authorization for entry to the exam will be sent to you upon proof of eligibility. You must hit the “Save and Continue” button at the bottom of each page of the application. See the four images below.
### Wisconsin EMS Licensing

**Pending Offense or Misdemeanor Charges and Traffic Offenses (GSE07-6)**

1. **Do you have any pending traffic offenses that have not been resolved?**
   - [ ] Yes
   - [ ] No

2. **Are you on or have you been on probation, parole, or any other similar status or condition?**
   - [ ] Yes
   - [ ] No

3. **Have you ever been convicted of a traffic or misdemeanor offense in Wisconsin or by any other state?**
   - [ ] Yes
   - [ ] No

4. **Have you ever been convicted of a traffic or misdemeanor offense in Wisconsin or by any other state?**
   - [ ] Yes
   - [ ] No

5. **Are you currently under supervision?**
   - [ ] Yes
   - [ ] No

6. **Are you in violation of any current court orders?**
   - [ ] Yes
   - [ ] No

7. **Are you in violation of protective orders?**
   - [ ] Yes
   - [ ] No

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### Criminal History

- **Name of Offense**: 
- **Date**: 
- **Location**: 
- **Name of Authority/Court**: 
- **Action Taken**: 
- **Delete**: 

### Pending Traffic Offenses

- **Name of Offense**: 
- **Date**: 
- **Location**: 
- **Name of Authority/Court**: 
- **Action Taken**: 
- **Delete**: 

### Traffic Offenses

- **Name of Offense**: 
- **Date**: 
- **Location**: 
- **Name of Authority/Court**: 
- **Action Taken**: 
- **Delete**: 

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*Not Available: PUBLIC LOOK-UP. Consistent with JCAGO and NADIA standards for primary source verification. Click HERE to be directed to the information.*

*To add offense information, click ADD, enter all details then click ADD again.*

*Wisconsin Circuit Court Access Program (CCAP) documents from the internet and the Crime Information Bureau (CIB) report from the Department of Justice are not acceptable.*

*To add offense information, click ADD, enter all details then click ADD again.*

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*Protecting and promoting the health and safety of the people of Wisconsin*

*The Official Internet site of the Wisconsin Department of Health Services*
When you are finished on the last page of the electronic application you must electronically sign your application using your user name and password. The user name and password is the user name and password you use to log into the E-Licensing system. When you submit the application a pop up box will appear and ask you if you are sure you want to submit this form. When you hit the ‘Ok” tab the system will submit your application for review. Once you have electronically signed the application, you will see this screen.
After you complete your application, you will need to go back to the “Apply for a License” page as shown in the image below.

All Reciprocity License applicants that hold a license form a state or territory other than Wisconsin will need to complete a Out of State Trained Applicants Only-Verification of License Form, as shown in the image below.

All Reciprocity applicants that are licensed in a state or territory other than Wisconsin must complete a “Verification of Licensure” form.

Wisconsin requires current National Registry of Emergency Medical Technicians certification for licensure for all license levels. Eligible applicants without current National Registry of Emergency Medical Technicians certification will need to pass the National Registry of Emergency Medical Technicians assessment examination. A letter of authorization for entry to the exam will be sent to you upon proof of eligibility. If you do not currently hold a valid certification from the National Registry of Emergency Medical Technicians you will need to complete a “Verification of out of State Education” form. This form is used to determine eligibility for the letter of authorization for entry to the exam for the National Registry of Emergency Medical Technicians assessment examination.

For additional Information, please see the Wisconsin Reciprocity page.
Below is the image you will see after you select the “Verification of Licensure” form.

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If you do not currently hold NREMT;

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- Complete the Verification of Out-Of-State Licensure (available in E-Licensing), print and submit to the state EMS office(s) that you hold or have held an EMS license.
- Submit a copy of the Certificate of Completion for an approved Terrorism Awareness course only if you have not completed this course previously.
- An administrative fee of $50 must be submitted with any reciprocity application submitted after 01/01/2011
- A copy of the Certificate of Completion for your most recent First Responder refresher course

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PO Box 2659
Madison, WI 53701-2659

For additional Information, please see the Wisconsin Reciprocity page.