

Tony Evers  
Governor

Karen E. Timberlake  
Secretary



**State of Wisconsin**  
**Department of Health Services**

**DIVISION OF PUBLIC HEALTH**

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July 27, 2022

(Via E-Mail and Certified US Mail)

[REDACTED]

**RE: Letter of Warning to [REDACTED]**

Dear Ms. [REDACTED]:

The Department of Health Services (Department), Emergency Medical Services (EMS) Section, hereby issues a letter of warning to you, [REDACTED], for not maintaining current certification advanced cardiac life support throughout the triennial licensing period, as required by Wis. Admin. Code § DHS 110.13(5).

**Factual Basis for the Department's Action**

On April 28, 2022, the Department received a complaint alleging that you were operating as an EMT-intermediate with the [REDACTED] without current advanced cardiac life support certification. The most recent advanced cardiac life support card you provided to the Department expired at the end of December 2021. On May 5, 2022, you submitted a license downgrade application to the Department to the advanced emergency medical technician level. Your license downgrade was issued on May 18, 2022. The Department provided you an opportunity to provide documentation of advanced cardiac life support for the period between January 1, 2022 and the time your license was downgraded. You were not able to provide any documentation of current advanced cardiac life support certification during that period.

**Legal Authority for Department Action**

Under Wis. Admin Code § DHS 110.55,

The department may issue a warning letter to a licensee, permit holder, or certificate holder if the department finds that the person has committed a minor, first-time violation of a requirement of this chapter or ch. 256, Stats., or a minor, first-time violation identified in s. DHS 110.54. The department shall retain a copy of the warning letter in the person's file and may consider it when determining what enforcement action is appropriate if the person commits subsequent violations...

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Wis. Admin. Code § DHS 110.13(5) states,

An EMT-intermediate, advanced EMT, or paramedic shall maintain current certification in advanced cardiac life support throughout the triennial license period.

**Department Action**

Based on the records submitted, it has been determined that while licensed as an EMT-intermediate you did not maintain current certification in advanced cardiac life support throughout the triennial licensing period, in violation of Wis. Admin. Code 110.13(5).

In accordance with Wis. Admin. Code § DHS 110.55, the Department will post a copy or summary of the letter of warning, which does not identify the recipient of the letter, on the Department's EMS website, will retain a copy of this letter of warning in your file, and may consider it in determining what further enforcement action may be appropriate if subsequent violations occur.

Pursuant to Wis. Admin. Code § DHS 110.55, the Department's issuance of this letter of warning is a final decision of the Department and is not subject to an administrative hearing.

Sincerely,

*Amanda Bates*

Amanda Bates  
EMS Section Chief  
Office of Preparedness and Emergency Health Care  
Wisconsin Department of Health Services