

**WISCONSIN EMS TRAINING RECORD  
 FIRST RESPONDER REFRESHER REQUIREMENTS**  
[2018-2020 License Renewal](#)

Name	License Number
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Continuing education is a personal responsibility.

For the 2018-2020 license renewal, all education requirements must be completed between **July 1, 2016, and June 30, 2018**. Flexible continuing education may be obtained through various formats, but needs to be documented as completed education and training between **July 1, 2016 and June 30, 2018**, and must meet requirements of Administrative Code DHS 110.07.

The completed form must accompany the submission of the renewal application to the E Licensing system to verify completion of renewal education course(s).

It is highly suggested that Flexible continuing education be obtained through any of the following:

- Courses approved by the Commission on Accreditation for Pre-Hospital Continuing Education ([CAPCE](#)) (F1, F2, F5).
- Conferences sponsored by recognized Wisconsin organizations or hospitals.
- Pre-approved in-house training approved by the EMS office and EMS service medical director.

Document the 18 hours of continuing education that meet the suggested course requirements below, add additional sheets if necessary.

Topic/Course Name	Date of Completion July 1, 2016-June 30, 2018	Hours
CPR		
<b>Preparatory</b>		<b>1.0</b>
Roles and Responsibilities:		
<ul style="list-style-type: none"> <li>• Well-being of the Emergency Medical Responder, Medical Direction, Quality Improvement, Personal Protection, Scene Safety, Medical/Legal, Human Anatomy, Lifting and Moving</li> </ul>		
<b>List actual course(s) taken below:</b>		

<b>Name</b>	<b>License Number</b>
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<b>Topic/Course Name</b>	<b>Date of Completion</b> July 1, 2016-June 30, 2018	<b>Hours</b>
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<b>Airway</b>		<b>2.0</b>
Roles and Responsibilities: <ul style="list-style-type: none"> <li>• Basic Airway Management, Oxygen Delivery Systems and Techniques, Adjuncts, Oxygen Therapy</li> </ul>		
<b>List actual course(s) taken below:</b>		

<b>Patient Assessment</b>		<b>2.0</b>
Roles and Responsibilities: <ul style="list-style-type: none"> <li>• Scene Size-up, Primary Survey, Vital Signs and History Taking, Assessment of Trauma Patients, Assessment of Medical Patients, Secondary Assessment, Communications, Documentation</li> </ul>		
<b>List actual course(s) taken below:</b>		

<b>Circulation</b>		<b>3.0</b>
Roles and Responsibilities: <ul style="list-style-type: none"> <li>• Management of Shock, Cardiac Emergencies, Bleeding/Wounds/Shock, Cardiac Arrest Management</li> </ul>		
<b>List actual course(s) taken below:</b>		





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The Department of Health Services, EMS Section will be conducting audits of the renewal process. If you are selected for an audit, you must provide all requested, required documentation. Failure to provide the requested, required documentation will result in the suspension or revocation of your EMS Provider license or certification.

Indicated by the signatures below, I certify that I have completed all the above continuing education requirements and that I have maintained documentation, as required.

\_\_\_\_\_  
**SIGNATURE** - Applicant Date

\_\_\_\_\_  
**SIGNATURE** - Service Director (Print Name) Date

\_\_\_\_\_  
**SIGNATURE** - Service Medical Director (Print Name) Date