

## TRAINING CENTER INITIAL AND RENEWAL CERTIFICATION REQUIREMENTS CHECKLIST

The information below will assist in collecting the documentation to complete your training center initial or renewal certification in the Wisconsin [E-Licensing \(link is external\)](#) system. The training center program director will need to have the items below prepared to upload into the training center initial or renewal application.

### TRAINING CENTER REQUIREMENTS

An applicant for training center certification shall submit a fully and accurately completed application obtained from the department, which shall include all of the following.

[Wis. Admin. Code § DHS 110.18\(2\)](#)

- ☐ Documentation of the community need, showing that there are not adequate resources for EMS training available through any current training center in the area.

[Wis. Admin. Code § DHS 110.18\(2\)\(a\)](#)

- ☐ A description of the organization's capabilities to train students in the provision of emergency medical care in pre-hospital, interfacility and hospital settings.

[Wis. Admin. Code § DHS 110.18\(2\)\(b\)](#)

- ☐ A copy of the résumé and Wisconsin physician license of the training center's medical director.

[Wis. Admin. Code § DHS 110.18\(2\)\(c\)](#)

- ☐ A copy of the résumé of the training center's program director.

[Wis. Admin. Code § DHS 110.18\(2\)\(d\)](#)

- ☐ A copy of the résumé of the center's EMS instructor II.

[Wis. Admin. Code § DHS 110.18\(2\)\(dm\)](#)

- ☐ A copy of the position description for the EMS instructor II, which shall specify the responsibilities of the EMS instructor II.

[Wis. Admin. Code § DHS 110.18\(2\)\(e\)](#)

- ☐ An explanation of how the training center will evaluate the training program and the instructors and a statement of how often the evaluations will occur.

[Wis. Admin. Code § DHS 110.18\(2\)\(f\)](#)

- ☐ A completed training center application including the requested check list items contained within the application.

[Wis. Admin. Code § DHS 110.18\(2\)\(g\)](#)

- ☐ Proof of national EMS education program accreditation if applying for a training center certification to train paramedics.

[Wis. Admin. Code § DHS 110.18\(2\)\(h\)](#)

### RENEWAL REQUIREMENTS FOR TRAINING CENTER

- ☐ A training center shall renew its certification by every June 30 of the third year of the triennium by submitting to the department an updated application and materials required under sub. (2). If a training center does not timely renew its certification, its certification expires and any training provided before the training center has renewed its certification will not count toward qualifying a student for department certification or licensure.

[Wis. Admin. Code § DHS 110.18\(3\)](#)