

**Wisconsin Emergency Medical Services  
2014 – 2016, Provider Application Instruction Guide  
For First Responder  
(February 2014)**

The mission of the Wisconsin Emergency Medical Services (EMS) program is to ensure that the highest quality and standards of pre-hospital emergency medical care are available to all Wisconsin citizens and visitors. Certification or licensing provides a level of protection to Wisconsin citizens and visitors, and assures that an individual holding a certificate or license has met certain minimum competencies and is authorized to practice, as defined by law. **All current Wisconsin EMS provider licenses and certifications expire on June 30, 2014.**

Besides holding a current Wisconsin certification and license to practice as an Emergency Medical Services provider in Wisconsin, you must also be locally credentialed with the service for which you are practicing. Licenses and certifications must be renewed prior to the expiration date of June 30, 2014, in order to continue practicing under your license. To practice as an EMT or First Responder in Wisconsin, you must have a current license/certificate and be credentialed with a service.

**Important Renewal Dates**

The 2014-2016 Provider License Renewal application is now available online through your [E-Licensing](#) account for the July 1, 2014, through June 30, 2016, licensing biennium. You must complete the 2014-2016 Provider Renewal application by June 30, 2014, in order to obtain a current certification or license that is valid until June 30, 2016.

All Wisconsin EMS provider applications are completed in the [E-Licensing](#) system. The important renewal dates to remember for 2014-2016 are:

**DHS 110.07 - Renewal: November 1, 2013, through June 30, 2014**

**DHS 110.09 (1) - Late renewals: July 1, 2014, through December 31, 2014  
DHS 110.16 (1) (a) \$50.00 Late Renewal Administrative Fee**

**DHS 110.09 (2) - Reinstatement: January 1, 2015, through June 30, 2016,  
DHS 110.16 (1) (b) \$75.00 Reinstatement Administrative Fee**

A license or certification that has been expired for two years or more may *only* be reinstated by successful completion of the initial education, training and examination requirements.

**Your Contact Information**

As EMS providers, you should ensure that your U.S. postal mailing address and email information are kept current in the [E-Licensing](#) system. This will assure that you will receive all renewal notifications and mailings from the Wisconsin EMS office. All renewal notices will be sent through the [E-Licensing](#) system and to the U.S. postal mailing address listed in your [E-Licensing](#) account.

If you do not receive your 2014-2016 Wisconsin EMS License Renewal information by March 15, 2014, you should assume that you do not have a current email address in the [E-Licensing](#) system and/or your U.S. postal mailing address in the system is incorrect. Those EMS provider applicants with out-of-date addresses in the system will also be subject to a \$30.00 Returned Renewal Fee, as listed in DHS 110.16 (c). Failure to receive a renewal notification does not relieve an EMS provider of the responsibility to renew his/her license.

### **Refresher Education**

Continuing education is a personal responsibility. Your initial or continuing education refresher training requirements need to be completed between July 1, 2012, and June 30, 2014, for this renewal biennium. Flexible continuing education may be obtained through any format, but it needs to meet DHS 110.07 renewal of a license or certificate, refresher retraining requirements. For all EMS providers, the renewal education refresher requirements for both alternate, flexible refresher training and standard refresher training are located at:

[http://www.dhs.wisconsin.gov/ems/Training\\_education/retrainingrequirements.htm](http://www.dhs.wisconsin.gov/ems/Training_education/retrainingrequirements.htm)

### **Waiver Request for Active Military Deployment, Medical Conditions, etc.**

If you are unable to renew your current certification or license due to active military deployment during the biennium, preventing your ability to complete refresher activities, or you had a significant medical condition during the biennium that prevented you from completing refresher activities, you may be able to receive an extension for the renewal process by completing the [Waiver of Administrative Rule for Licensure](#) - F-00569 (Word, 52 KB). You should submit the supporting documentation and completed form to [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov). The EMS program has sole discretion in determining if the waiver will be granted. The decision of the EMS program is final and is not appealable under DHS 110.59.

### **What happens if an EMS provider applicant does not renew his/her license by June 30, 2014?**

If a currently licensed or certified Wisconsin EMS provider has not renewed his/her provider license or certification by June 30, 2014, that provider may not function as an EMS provider after that date.

According to DHS 110.05 (2):

“...a person acting or advertising as an EMT or First Responder without a license or certificate issued by the department or without appropriate credentialing may be subject to department action under sub ch. V or s. 256.15 (11) (c), (d), or (f), Stats., as applicable.”

Any application received after June 30, 2014, will be considered a late renewal under DHS 110.09 (1):

“An individual may renew a license or certificate that has been expired for less than 6 months by applying to the department for license or certificate renewal as specified under s. [DHS 110.07](#) and submitting the late renewal fee (\$50.00) specified under s. [DHS 110.16 \(1\)](#). Upon the department's renewal of the applicant's license or certificate, the EMS professional shall be credentialed under s. [DHS 110.52](#) before performing emergency medical care as an EMT or First Responder.”

### **What if I want to upgrade/downgrade my license?**

The Wisconsin EMS program issues only a single license at the highest level (an EMS provider applicant's "primary license level"), based on the applicant's education and training. You should only complete one renewal application, and you may only renew at the level of your current license.

If you are eligible to upgrade your license level, then you will need to log into your [E-Licensing](#) account and complete a *Provider Upgrade application*.

If you are eligible to downgrade your license level, then you will need to log into your [E-Licensing](#) account and complete a *Provider Downgrade application*.

To upgrade or downgrade a license, please use the provider upgrade or provider downgrade application. The renewal application cannot be used to upgrade or downgrade a license level.

## **HOW TO APPLY**

### **Logging in to an E-Licensing Account**

As an EMS provider applicant, you can log into your [E-Licensing](#) account by entering your username and password on the [E-Licensing](#) system account login page.

If you do not remember your username or password, you may attempt to recover your logon information by going to the E-Licensing logon page and clicking "forgot username or password." You may also use the "Account Lookup" feature using your last name, date of birth and social security number. If your E-Licensing account has a valid email address on file, your logon information will be sent to you by email. If the EMS program does not have an active email address on file, you may contact the EMS program for assistance or send your name, license number, and current email address to: [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov).

### **2014-2016 Wisconsin EMS Provider renewal information needed to complete the application**

As an EMS provider applicant, you will need the following information to complete the 2014-2016 EMS Provider Renewal Application:

- Your initial or continuing EMS education refresher training completed between July 1, 2012, and June 30, 2014;
- Your current CPR card; and
- Whether you were convicted of a felony or misdemeanor, or deferred prosecution, since your last application, or have pending charges at this time, or received a traffic violation that led to the suspension, revocation or withdrawal of your driver's license, and all required court documentation. (You will have the opportunity to upload the documents if you have them electronically.) If you cannot upload your documents into the application, you should email them to the Wisconsin EMS program at [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov) or fax them to 608-266-6391.

Please remember that making a false statement on an application is cause for denial of a license renewal per DHS 110.54 (2).

### **Renewal Process Audits**

The EMS program has been conducting random audits of the renewal process. If you are selected for an audit, you must provide all requested documentation. Copies of all information entered on the renewal application must be retained for at least five years. Failure to provide the requested, required documentation will result in the suspension or revocation of your EMS Provider license or certification.

### **Getting started to renew an EMS certification or license**

Navigate to the Wisconsin Emergency Medical Services website at:

<http://www.dhs.wisconsin.gov/ems/index.htm>

Once at the website, click on the Wisconsin EMS [E-Licensing](#) system logo (identified with a red arrow in the image below) and left-click on the logo. You will be redirected to the Wisconsin Department of Health Services EMS [E-Licensing](#) system account login page.



**QUICK LINKS:**



[2012 Reinstatement](#)

[EMS Home](#)

[A to Z Index](#)

[Complaints and Investigations](#)

[Contact EMS Unit](#)

[EMS Boards](#)

[EMS Administrative Rule 110](#)

[EMS State Statute 266](#)

[Events/ Opportunities](#)

[Exam Schedules](#)

[Forms](#)

[Licensing/ Certification](#)

[Links](#)

[Medical Director Resources](#)

[Public Information](#)

[Reciprocity](#)

[Training Information](#)

[Verification of License \(exit DHS\)](#)

[WARDS](#)

[Wisconsin EMS providers by County](#)

## Wisconsin Emergency Medical Services

**Dedicated to Consistent Quality Care Across the State of Wisconsin**

### OUR MISSION

*The mission of the Wisconsin Emergency Medical Services Unit is to ensure that the highest quality and standards of pre-hospital emergency medical care is available to all citizens of and visitors to Wisconsin.*

### OUR VISION

*Through leadership, support, and regulation, the EMS Unit ensures the development and maintenance of a high quality Emergency Medical Services delivery system for the State of Wisconsin. Its primary focus is to reduce both human suffering and economic loss from premature death and disability resulting from sudden illness or injury.*

**Note:** In order to more quickly communicate with all EMS Providers, Service Directors and Medical Directors our office intends to use the email address entered in E-Licensing. Please make sure the email address entered in your E-Licensing account is current and that you are able to access it regularly.

### Hot Topics

- **New** WARDS data is now being uploaded to the National EMS Information System (NEMSIS) database.
- The Association of Professionals in Infection Control has just issued an [Infection Prevention Guide for EMS](#) (exit DHS). Please visit this link and see if you can use this valuable resource.
- For those Interfacility Paramedic Services doing "Just in Time" training for transport medications at time of pick-up, the [Training Report](#) (PDF, 80 KB) used to document the training is now available.
- The Wisconsin Trauma and EMS Programs are pleased to share the new [2012 Wisconsin Trauma Field Triage Guidelines](#) (PDF, 435 KB) based on the 2011 Guidelines for Field Triage of Injured Patients from the Center for Disease Control (CDC) and the American College of Surgeons (ACS) and approved by the State Trauma Advisory Council (STAC) and the Emergency Medical Services (EMS) Board.

The Department of Health Services (DHS) is requesting all emergency medical service providers (air and ground transport) to replace the 2006 guidelines in your operational plan with the new 2012 Wisconsin Trauma Field Triage Guidelines. Please share this [announcement](#) (PDF, 40 KB) with all interested parties.

- [Verification of Licensure](#) (exit DHS): This link will take you to a public look-up within the Wisconsin E-Licensing system. Reporting is consistent with JCAHO and NCQA standards for primary source verification.



PDF: The free Adobe Reader® software is needed to view and print portable document format (PDF) files. [Learn more.](#)

Last Revised: October 09, 2013

[Back to top](#) | [Contact us](#) | [Disclaimer](#) | [Employment](#) | [Privacy notice](#) | [Site feedback](#)

Protecting and promoting the health and safety of the people of Wisconsin  
The Official Internet site of the Wisconsin Department of Health Services

Once at the Wisconsin Department of Health Services EMS [E-Licensing](#) system account login page, you will see options to log in to the [E-Licensing](#) system, use account lookup, and use “forgot username or password.” You may use any of these options to assist you with entry into the [E-Licensing](#) system. If you are recovering your login information, an email with your username and password information will be sent to the email address that was previously provided to the [E-Licensing](#) system. If you do not have a current email address in the [E-Licensing](#) system, or are unsuccessful in your attempt to recover your account information, contact the Wisconsin EMS program at [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov).



# WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS Licensing

 **Account Login**

 **Lookup**

The State of Wisconsin EMS Office Utilizes E-Mail as the Primary Source of Communication..... Please confirm your e-mail address!

If you hold a current EMS Provider license, you already have an E-Licensing account. Please DO NOT create a new account as it will not contain any of your license history and will just be deleted. You may recover your user name and password through the "forgot password" function. If your email address is not on file, contact the EMS Section at 608-266-1568, for account assistance.

**Administrative Fees**

Administrative fee of \$50 must be submitted with any RECIPROCITY application submitted after 01/01/2013.

Administrative fee of \$25 must be submitted for all VERIFICATION OF LICENSURE requested.

Administrative fee of \$30 will be charged for all RENEWAL NOTICES RETURNED FOR INCORRECT ADDRESS DHS 110.16(1)(c)

All fees will need to be submitted either by VISA, MasterCard, or via cashier' check or money order (personal checks are not accepted!) made out to the "Department of Health Services" and submitted to:

WI EMS Section – Licensing  
1 W Wilson St, Room 1150  
PO Box 2659  
Madison, WI 53701-2659

### Login

Username:

Password:

[Forgot Username or Password?](#)

### Account Lookup

Last Name:

\* Birth Date:  
 /  /  

\* Social Security Number:  
 -  -

© 2013 ImageTrend, Inc.

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

Once you have successfully logged into your [E-Licensing](#) system account, you will be directed to your [E-Licensing](#) system home page. On the left side of the screen, click on "Profile" (identified with a red arrow in the image below).

Once you have navigated to your profile page, you will have the opportunity to review your profile and update your personal information. Items that may be changed include your education, contact information, alert preferences, and certification expiration dates for CPR, ACLS and PALS. When you are finished updating your information, please **make sure to click the “Save” box at the bottom of every page.**

### User Certificate Information

Certificate Level: EMT-Basic

Certificate Issue Date: 04/10/2013

Certificate Expiration Date: 06/30/2014

CPR Expiration Date:  /

ACLS Expiration Date:  /

PALS Expiration Date:  /

### Newsletters

Newsletters:

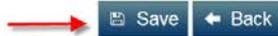
Available

Imagetrend Test

Selected



\* required



After you have updated your profile account demographics, you may now navigate to the Applications tab (identified with a red arrow in the image below).

The screenshot shows a user profile page. On the left is a navigation menu with the following items: My Account (with a sub-menu containing Profile, Issued Application, Training Report, and Documents), Applications (highlighted with a red arrow), and Lookup. The main content area features a yellow success message: "Record updated successfully". Below this is a user profile card for "SPARROW, JACK (70101219)" with an issue date of 04/10/2013 and an expiration date of 06/30/2014. The "My Profile" section contains the text: "Make any updates to your profile, including your education, contact inform newsletter subscriptions. When you are finished, make sure to click Save". The "Account Demographics" section shows the name "Name: JACK SPARROW".

Once you have navigated to the Applications page, you will see a list of available applications. Please select the correct level of renewal application for your license level. In this example, the 2014-2016 First Responder Renewal is the selected application level (identified with a red arrow in the image below).

The screenshot displays the 'Available Applications' page on the Wisconsin Department of Health Services EMS Licensing portal. The page header includes the department logo and the text 'WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS Licensing'. A user greeting 'Welcome, JACK SPARROW | Logout' is visible in the top right. A left-hand navigation menu contains 'My Account', 'Applications', 'Continue', 'Checkout', 'Transaction', and 'Lookup'. The main content area features a search filter set to 'Applications Accepted Online' and a table of application options. The first application, '2014-2016 First Responder RENEWAL', is highlighted in yellow and has a red arrow pointing to its 'Apply Now' button. Other applications include 'Basic Training Permit Application', 'EMS INSTRUCTOR I LICENSE', 'EMS INSTRUCTOR II LICENSE', 'EMS TRAINING CENTER TRAINING PERMIT', 'Local Credential Agreement', 'Out-of-State Trained Applicants Only - Verification of License Form', 'Out-of-State Trained Applicants Only - Verification of Out-of-State Education', 'Provider Downgrade Application', 'Provider Upgrade Application', and 'Reciprocity Application 8-2011'. The footer contains the copyright notice '© 2013 ImageTrend, Inc.' and the slogan 'Protecting and promoting the health and safety of the people of Wisconsin'.

Name ▲	Action
<b>2014-2016 First Responder RENEWAL</b> Renewal Application for your current First Responder Certificate expiring 06/30/2014	<a href="#">Apply Now</a>
<b>Basic Training Permit Application (ONLY FOR PART OF A LICENSED EMT-BASIC SERVICE)</b> This is for being a part of a licensed crew on an EMT-Basic licensed service only. This is NOT the form for doing your clinical, hospital or ride-along contacts as part of your EMS training.	<a href="#">Apply Now</a>
<b>EMS INSTRUCTOR I LICENSE</b>	<a href="#">Apply Now</a>
<b>EMS INSTRUCTOR II LICENSE</b>	<a href="#">Apply Now</a>
<b>EMS TRAINING CENTER TRAINING PERMIT</b> This is used in class to obtain your clinical, hospital, or ride-along contacts.	<a href="#">Apply Now</a>
<b>Local Credential Agreement</b> This is used to credential with an EMS Provider and you must have an active EMS License	<a href="#">Apply Now</a>
<b>Out-of-State Trained Applicants Only - Verification of License Form - PRINT and MAIL form as directed</b> Verification of License Form	<a href="#">Apply Now</a>
<b>Out-of-State Trained Applicants Only - Verification of Out-of-State Education - PRINT and MAIL form as directed</b>	<a href="#">Apply Now</a>
<b>Provider Downgrade Application</b> This form is used if you want to downgrade your license to a lower level than you are now at	<a href="#">Apply Now</a>
<b>Provider Upgrade Application</b> This is used when you want to increase your license to a higher level than you are at now	<a href="#">Apply Now</a>
<b>Reciprocity Application 8-2011 (FOR USE FOR OUT OF STATE EDUCATION OR OUT OF STATE LICENSURE)</b> Reciprocity License	<a href="#">Apply Now</a>

By selecting “Apply Now,” you will begin the First Responder renewal application. You may click “Start” to enter your information into the application or “Continue” to complete an application that you have already started (red arrow in the image below). You may also click the grey header bar for any license application to expand or collapse the list of forms associated with that application.

Department of Health Services  
WISCONSIN DEPARTMENT OF HEALTH SERVICES  
EMS Licensing

Welcome, JACK SPARROW | Logout

**My Account**

- Applications
- Continue 1
- Checkout
- Transaction
- Lookup

### Continue My Applications

This section allows you to work with the forms for applications that you have already started. Click *Start* to work with forms you have not yet started filling out, *Continue* for forms that are still in progress or the *PDF* icon to view a form that you already completed.

You can click the grey header bar for any license application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click *Go* to search for licenses matching your criteria. If you want to view all licenses again, click *Clear*.

You have 1 forms to complete.

to - Issued -

- Status -

Application GO CLEAR

2014-2016 First Responder RENEWAL

Status: In Process	Issue Date:
Number: 70101219	Initiated On: 11/11/2013
Forms: 0 of 1 completed	Expiration Date:

2014-2016 First Responder RENEWAL PACKAGE		
Form	Requested	Completed
2014-2016 First Responder RENEWAL	Mon 11/11/13	<a href="#">Start</a>

- 2014-2016 Paramedic Renewal
- EMS TRAINING CENTER TRAINING PERMIT
- 2012-2014 Provider Renewal
- Basic Training Permit Application (ONLY FOR PART OF A LICENSED EMT-BASIC SERVICE)
- Local Credential Agreement

Records 1-6 of 6

© 2013 ImageTrend, Inc.

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

You are now ready to start the application process, steps one through seven. You should carefully read and answer *all* of the questions on the application, using the “tab” feature to go from line to line. As you complete the application, please remember to click the “Save and Continue” tab at the bottom of **every page** in the application (red arrow in the image below).



Welcome, JACK SPARROW | Logout

- My Account
- Applications
  - Continue 1
  - Checkout
  - Transaction
- Lookup

Be sure to click Save before continuing to another tab to save your changes.

2014-2016 First Responder RENEWAL

- APPLICANT INFORMATION (Step 1 of 7)
- Workplace Survey
- TRAINING INFORMATION
- OTHER INFORMATION
- CR

INSTRUCTIONS



This application is used to renew your current First Responder Certificate. If you do not currently hold a First Responder Certificate with an expiration date of 06/30/2014, please do not complete this application and call the EMS Office at 608-266-1568 for assistance

This application is authorized under Chapter 256, Wis. Stats. and Chapter DHS 110, Wis. Admin. Code. Completion of the application is required for licensure as an EMS provider in the State of Wisconsin. Personally identifiable information, including your social security number, is required and used for licensure purposes only. Please complete each question.

SECTION 1: CERTIFICATION OF UNDERSTANDING

\* Your application will not be processed if you do not provide the information requested. I understand that under Wis. Admin. Code § DHS 110.54 (1) a false statement on this application may be grounds for denial, suspension, revocation or other disciplinary action taken against my certificate or license to practice as determined by the Department of Health Services EMS Unit.\*\*\*  
 Yes  No

SECTION 2: DEMOGRAPHIC INFORMATION

Current license level:

\* First Name:

Middle Name:

\* Last Name:

\* Address:

Email:

\* City:

State:

Postal Code:

Cell Phone:

Home Phone:  
 -  -

County:

Race:



Welcome, JACK SPARROW | Logout

My Account

Applications

Continue 1

Checkout

Transaction

Lookup

Be sure to click Save before continuing to another tab to save your changes.

2014-2016 First Responder RENEWAL

Workplace Survey (Step 2 of 7) TRAINING INFORMATION OTHER INFORMATION CRIMINAL HISTORY TRAFFIC

SECTION 1

The EMS Office, along with its partners, are interested in collecting information about the EMS workforce. Your answers to this survey are confidential. Only aggregate data will be reported. Data will assist in learning about workforce demographics and trends as well as assist with planning for needs of EMS in the future. We appreciate your time in completing the EMS Workforce Survey. The survey should take about 5 minutes to complete. Your input is crucial for learning more about the EMS workforce. Results will be available at [www.dhs.wisconsin.gov/ems](http://www.dhs.wisconsin.gov/ems) as soon as all data is collected and tabulated.

Thank you and we appreciate your time!

Length of Service as an EMT:

- Length of Service as an EMT - [0]

What EMT Level do you currently hold?:

- What EMT Level do you currently hold? - [ ]

Are you currently practicing patient care?:

- Are you currently practicing patient care? - [ ]

Currently Practicing Patient Care Level Level:

- Currently Practicing Patient Care Level Level - [ ]

Currently Practicing Employment Type:

- Currently Practicing Employment Type - [ ]

Hours per week:

In the next year, are you going to decrease the number of volunteer hours you are available?:

- In the next year, are you going to decrease the number of volunteer hours you are available? - [ ]

Volunteer Compensation:

- Volunteer Compensation - [ ]

In the next year, are you going to increase the number of volunteer hours you are available?:

- In the next year, are you going to increase the number of volunteer hours you are available? - [ ]

Volunteer Location:

- Volunteer Location - [ ]

Volunteer Compensation:

- Volunteer Compensation - [ ]

In the next year, are you going to increase the number of volunteer hours you are available?:

- In the next year, are you going to increase the number of volunteer hours you are available? - [ ]

Volunteer Location:

- Volunteer Location - [ ]

Number of Current EMS Jobs:

- Number of Current EMS Jobs - [ ]

Usual Length of Shift:

- Usual Length of Shift - [ ]

Rural service or an urban service?:

- Rural service or an urban service? - [ ]

Usual Length of Shift:

- Usual Length of Shift - [ ]

Rural service or an urban service?:

- Rural service or an urban service? - [ ]

\* Practicing in Other State:

- Practicing in Other State - [ ]

Practicing in Other State Names:

\* Considered Leaving EMS:

- Considered Leaving EMS - [ ]

Considered Leaving EMS Description:

\* Other Field Work:

- Other Field Work - [ ]

If you have had an EMS work-related injury how did that injury impact your regular, full-time job?:

\* Highest Level of Education:

- Highest Level of Education - [ ]

\* Have you received education or training on emergency preparedness?:

- Have you received education or training on emergency preparedness? - [ ]

Emergency Preparedness Training Courses:

Incident Command System (ICS) 100  Incident Command System (ICS) 200  Incident Command System (ICS) 300  
 Incident Command System (ICS) 400  National Incident Management Systems (NIMS) 700  National Incident Management Systems (NIMS) NIMS 800  I have taken other similar courses but not those specified

\* Are you a Emergency Preparedness Volunteer?:

- Are you a Emergency Preparedness Volunteer? - [ ]

\* Are you in the Medical Reserve Corps (MCR)?:

- Are you in the Medical Reserve Corps (MCR)? - [ ]

Additional Comments:

\* Would you like to receive information on the Wisconsin Emergency Assistance Volunteer Registry (WEAVR)?

Yes  No

Save and Continue

You should make sure that in Section 1: EMS Training, Provider Training Requirements, your completed training hours total 18 and are identified on the application in green (identified with a red arrow in the image below). The green 18 on this portion of the application indicates that your training is valid.

WISCONSIN DEPARTMENT OF HEALTH SERVICES  
EMS Licensing

Welcome, JACK SPARROW | Logout

Be sure to click Save before continuing to another tab to save your changes.

2014-2016 First Responder RENEWAL

TRAINING INFORMATION (Step 3 of 7) | OTHER INFORMATION | CRIMINAL HISTORY | TRAFFIC OFFENSES | FILE U

**SECTION 1: EMS TRAINING**

\* What was your instructor's name?:  
John Smith

What date did you complete your refresher?:  
12 / 12 / 2012 Today

\* What Technical College or Training Center did you take your refresher course?:  
ABC Training Center

You must complete training between 7/1/2012 and 6/30/14 to renew your license. Training requirements may be met through one of the following methods:

- Completion of an Initial EMS course at or higher than the level of your current active license
- Completion of a formal refresher course at the level of your current active license taken through a Wisconsin EMS training center

**Provider Training Requirements**

First Responder training requirement EMR refresher (18.00 hours required)

Type	Training Name	Date	Location	Hours	Completed
Formal First Responder (R)	First Responder Refresher	12 / 12 / 2012 Today	ABC	18	18 of 18
2012 First Responder to E					0 of 10
Total completed requirement hours:					18 of 18.00

[Add More Training](#)

**SECTION 2: CPR CERTIFICATION**

\* Please select your CPR course:  
American Heart Association Professional CPR

\* ENTER THE DATE OF YOUR CPR EXPIRATION:  
01 / / 2014

You may not practice as an EMS provider at any level if your CPR is expired. CPR must be at the healthcare professional level.  
You must retain proof of CPR certification and furnish a copy of your card immediately upon request.

[Save and Continue](#)

© 2013 InpageTrend, Inc.  
Protecting and promoting the health and safety of the people of Wisconsin.



Welcome, JACK SPARROW | Logout

- My Account
- Applications
  - Continue 1
  - Checkout
  - Transaction
- Lookup

Be sure to click Save before continuing to another tab to save your changes.

2014-2016 First Responder RENEWAL

- OTHER INFORMATION (Step 4 of 7)
- CRIMINAL HISTORY
- TRAFFIC OFFENSES
- FILE UPLOAD AND APPLICANT INFO

SECTION 3: Out of State License Questions

- \* 1) Have you ever had a professional license denied, limited, suspended or revoked in Wisconsin or in any other state?  
 Yes  No
- \* 2) Have you ever voluntarily surrendered any EMS or other healthcare certification or license?  
 Yes  No
- \* 3) Have you ever voluntarily surrendered any EMS or other healthcare certification or license in lieu of discipline?  
 Yes  No

If yes to any of the above, submit a written explanation:

SECTION 4: SUPPORT PAYMENTS

- \* Are you currently delinquent in the payment of court-ordered payments of child or family support, maintenance, birth expenses, medical expenses or other expenses related to the support of a child or former spouse?  
 Yes  No

SECTION 5: MILITARY DISCHARGE

- \* Since your last application, have you been discharged from a branch of the US armed forces?  
 Yes  No
- If yes, was your discharge other than honorable?  
 Yes  No

If your discharge was not honorable, submit a written explanation:

If your Discharge was anything other than honorable, send a copy of your discharge papers (DD214) to the EMS Office, PO Box 2659, Madison, WI, 53701-2659.

Or EMAIL, then for faster response to: [DHSEMSMail@dhs.wisconsin.gov](mailto:DHSEMSMail@dhs.wisconsin.gov)

Your application will not be processed without this information.

Save and Continue

© 2013 ImageTrend, Inc.

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



Welcome, JACK SPARROW | Logout

My Account

Applications

Continue 1

Checkout

Transaction

Lookup

Be sure to click Save before continuing to another tab to save your changes.

2014-2016 First Responder RENEWAL

CRIMINAL HISTORY (Step 6 of 7) TRAFFIC OFFENSES FILE UPLOAD AND APPLICANT INFORMATION

Criminal History

The Act Employment Act (Wis. Stat. §§ 111.31-111.33) prohibits employment discrimination on the basis of conviction or arrest record unless the circumstances of the conviction or arrest substantially relate to the circumstances of the particular job or licensed activity. Moreover, under the Act it is not employment discrimination on the basis of conviction or arrest record to refuse to license or certify, or to suspend or revoke a license or certificate, if the circumstances of the conviction or arrest substantially relate to the circumstances of the particular licensed activity. The information requested below is used to determine whether a certificate/license should be granted, approved with limitations or denied. The information you provide may be verified against criminal information records. Failure to provide requested information will be considered a false statement on an application.

- \*1. Do you have any pending federal indictments or grand jury charges at this time?  
 Yes  No
- \*2. Do you have any pending felony charges at this time?  
 Yes  No
- \*3. Do you have any pending misdemeanor charges at this time?  
 Yes  No
- \*4. Since your last application have you received a judgment of conviction in the United States District Court or grand jury?  
 Yes  No
- \*5. Since your last application have you been convicted of a felony?  
 Yes  No
- \*6. Since your last application have you been convicted of a misdemeanor?  
 Yes  No
- \*7. Since your last application have you received deferred prosecution in lieu of a conviction by the United States District Court or grand jury?  
 Yes  No
- \*8. Since your last application have you received deferred prosecution in lieu of a conviction for a felony?  
 Yes  No
- \*9. Since your last application have you received deferred prosecution in lieu of a conviction for a misdemeanor?  
 Yes  No
- \*10. Since your last application have you been criminally convicted of operating any kind of a vehicle while under the influence of an intoxicant or other drug while impaired?  
 Yes  No
- \*11. Since your last application have you received deferred prosecution in lieu of a conviction for operating any kind of a vehicle while under the influence of an intoxicant or other drug while impaired?  
 Yes  No
- \*12. Since your last application have you been convicted of, or pled guilty to, or pled no contest, or received probation before a judgment of conviction for any crime other than a minor traffic violation where your record was expunged?  
 Yes  No
- \*13. Since your last application have you been convicted of a sex crime?  
 Yes  No
- \*14. Since your last application have you received deferred prosecution for a sex crime that requires you to register as a sex offender under the State of Wisconsin Sex Offender Registration and Community Notification Law?  
 Yes  No
- \*15. Since your last application have you been convicted of a sex crime involving a child?  
 Yes  No
- \*16. Since your last application have you been convicted of a sex crime that requires you to register as a sex offender under the State of Wisconsin Sex Offender Registration and Community Notification Law?  
 Yes  No
- \*17. Since your last application have you been convicted of a sex crime for which you have been required to register as a sex offender in any other state or territory?  
 Yes  No
- \*18. Since your last application have you been convicted of a felony regarding narcotics or controlled substances?  
 Yes  No
- \*19. Since your last application have you been convicted of a felony regarding narcotics or controlled substances for which you received deferred prosecution?  
 Yes  No
- \*20. Since your last application have you been convicted of a felony regarding narcotics or controlled substances for which you were ordered into treatment or intervention?  
 Yes  No
- \*21. Since your last application have you been convicted of a misdemeanor regarding narcotics or controlled substance?  
 Yes  No
- \*22. Since your last application have you been convicted of a felony regarding narcotics or controlled substances for which you received deferred prosecution?  
 Yes  No
- \*23. Since your last application have you been convicted of a misdemeanor regarding narcotics or controlled substance for which you were ordered into treatment or intervention?  
 Yes  No

If yes to any of the above questions, documentation of the specifics must be placed below by clicking "ADD".

In addition, the files need to be electronically uploaded at the "FILE UPLOAD" section at the end of the application.

If unable to upload the documents, send a copy of the order or stipulation to the EMS Office, PO Box 2659, Madison, WI 53701-2659 or email the documents to dhsensama@wisconsin.gov

- (1) criminal/formal complaint; (available from the clerk of courts in the county you were convicted);
- (2) Judgment of Conviction (available from the clerk of courts in the county you were convicted);
- (3) If currently under supervision, verification of current compliance with supervision; if supervision is complete, verification of discharge from probation/parole;
- (4) verification of compliance with all terms of your court order, including chemical dependency assessment if ordered by the court.

Circuit Court Access Program (CCAP) documents from the Internet or Crime Information Bureau (CIB) reports from the Department of Justice are not acceptable.

Name of Offense	Date	Location	Name of Authority/Court	Action Taken	Delete
None					

ADD

Save and Continue



Welcome, JACK SPARROW | Logout

Be sure to click Save before continuing to another tab to save your changes.

**2014-2016 First Responder RENEWAL**

TRAFFIC OFFENSES (Step 6 of 7) FILE UPLOAD AND APPLICANT INFORMATION

**TRAFFIC OFFENSES**

\*1) Since your last application, has your driver's license been suspended, revoked or withdrawn?  
 Yes  No

\*2) Since your last application, have you been convicted of operating a vehicle while under the influence of an intoxicant or other drug or while impaired?  
 Yes  No

\*3) Since your last application, have you received deferred prosecution in lieu of a conviction for operating a vehicle while under the influence of an intoxicant or other drug or while impaired?  
 Yes  No

\*4) Do you have any pending traffic offenses that may lead to the suspension, revocation or withdrawal of your driver's license?  
 Yes  No

If yes, you must add each traffic offense below and submit a copy of a current driver license abstract to the EMS Office, PO Box 2659, Madison, WI 53701-2659 or email to DNDENISG@aol.com Only an official driver license abstract from the Wisconsin Department of Transportation is acceptable.

If yes to any of the above questions, documentation of the specifics must be placed below by clicking "ADD". To add offense information, click ADD, enter all details then click ADD again.

In addition, the file (an official driver license abstract from the Wisconsin Department of Transportation is acceptable) needs to be electronically uploaded at the "FILE UPLOAD" section at the end of the application.

If unable to upload the Drivers License Abstract, send a copy of the order or stipulation to the EMS Office, PO Box 2659, Madison, WI 53701-2659.

Do not send a copy of a driving record from a local police department, insurance company or any other source. Abstracts are available by calling (608) 261-2565.

Your application will not be processed without this information.

Wisconsin Circuit Court Access Program (CCAP) documents from the Internet are not acceptable.

If your offense(s) occurred while a resident of another state, contact that state for your driver license abstract.

Name of Violation	Date	Location	Name of Authority/Court	Action Taken	Delete
None					

© 2013 ImageTrend, Inc.

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



# WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS Licensing

Welcome, JACK SPARROW | Logout

Be sure to click Save before continuing to another tab to save your changes.

### 2014-2016 First Responder RENEWAL

FILE UPLOAD AND APPLICANT INFORMATION (Step 7 of 7)

#### SECTION 1: File Upload

You may upload any attachments (i.e., court records, driver abstract) to your application by clicking on the 'add' button below.

Edit	Name	File Name	Document Type
	None		

[+ Add](#)

#### SECTION 2: Applicant Electronic Signature

\* Username :

\* Password :

[Save and Continue](#)

© 2013 ImageTrend, Inc.

Once you have completed all of the questions from steps one through seven on the application, you will need to enter your username and password to electronically sign the application. After providing your username and password, click on the “Save and Continue” button. Once you have submitted your application to the system by completing the application and electronically signing it with your username and password, you will receive the following email:

Dear Applicant,

Your 2014-2016 EMS Provider license renewal application has been received. Each application submitted to the WI EMS E Licensing system is reviewed in the order that they are received into the WI EMS E Licensing system.

We strive to expedite the approval process but some applications take more time to review than others.

Per DHS 110.10 (1), the WI EMS Office has 60 business days to review complete applications. Applications that are incomplete will not be processed. If you have been waiting more than 60 business days, please contact the WI EMS Office at [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov)

If you need additional assistance please contact the WI EMS Office at [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov) or <http://www.dhs.wisconsin.gov/ems/>

Thank you for your understanding. If we need any additional information, we will contact you.  
Wisconsin EMS Office

Once your application has been processed and issued, you will receive the following email:

Congratulations! Your 2014-2016 EMS Provider License Renewal has been issued. You may now log back into your *E-Licensing* account to print a copy of your license.

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 your *E-Licensing* account so that you receive all important correspondence pertaining to your license. Please add [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov) to your "safe" email list so that our correspondence does not get filtered as junk mail.

Again, congratulations and thank you for completing your renewal application.

Wisconsin EMS Section

Once you receive this email, you can then log back into your *E-Licensing* system account and print your 2014-2016 provider certification or license (steps identified in the images below).



# WISCONSIN DEPARTMENT OF HEALTH SERVICES

## EMS Licensing

Welcome, JACK SPARROW | Logout

My Account

Applications

Continue

Checkout

Transaction

Lookup

Form saved successfully.

### Continue My Applications

This section allows you to work with the forms for applications that you have already started. Click **Start** to work with forms you have not yet started filling out. **Continue** for forms that are still in progress or the **PDF** icon to view a form that you already completed.

You can click the grey header bar for any license application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click **Go** to search for licenses matching your criteria. If you want to view all licenses again, click **Clear**.

to - Issued -

- Status -

Application GO CLEAR

#### 2014-2016 First Responder RENEWAL

Status: Issued Issue Date: 11/11/2013  
Number: 70101219 Initiated On: 11/11/2013  
Forms: 1 of 2 completed Expiration Date: 06/30/2016 (961 days until expiration)

##### 2014-2016 First Responder RENEWAL PACKAGE

Form	Requested	Completed	
2014-2016 First Responder RENEWAL	Mon 11/11/13	Mon 11/11/13	
License Card Generation	Requested	Completed	
License Card Generation	Mon 11/11/13		<b>Start</b>

2014-2016 Paramedic Renewal

EMS TRAINING CENTER TRAINING PERMIT

2012-2014 Provider Renewal

Basic Training Permit Application (ONLY FOR PART OF A LICENSED EMT-BASIC SERVICE)

Local Credential Agreement

Records 1-6 of 6

© 2013 ImageTrend, Inc.

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



# WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS Licensing

Welcome, JACK SPARROW | Logout

My Account

Applications

Continue 1

Checkout

Transaction

Service

Lookup

Form saved successfully.

## Continue My Applications

This section allows you to work with the forms for applications that you have already started. Click *Start* to work with forms you have not yet started filling out, *Continue* for forms that are still in progress or the *PDF* icon to view a form that you already completed.

You can click the grey header bar for any license application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click *Go* to search for licenses matching your criteria. If you want to view all licenses again, click *Clear*.

You have 1 forms to complete.

to  - Issued -   
 - Status -   
 Application

### Regenerate License Card

Status: None Issue Date: 11/20/2013  
 Number: 70101219 Initiated On: 11/20/2013  
 Forms: 0 of 1 completed Expiration Date: 06/30/2014 (221 days until expiration)

#### License Card Regeneration

Form	Requested	Completed
License Card Regeneration	Wed 11/20/13	<a href="#">Continue</a>

2014-2016 EMT-Basic TRANSITION RENEWAL

2014-2016 Paramedic Transition Renewal

EMS TRAINING CENTER TRAINING PERMIT

2012-2014 Provider Renewal

Basic Training Permit Application (ONLY FOR PART OF A LICENSED EMT-BASIC SERVICE)

Local Credential Agreement

Records 1-7 of 7

© 2013 ImageTrend, Inc.

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



# WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS Licensing

Welcome, JACK SPARROW | Logout

My Account

Applications

Continue

Checkout

Transaction

Service

Lookup

Form saved successfully.

## Continue My Applications

This section allows you to work with the forms for applications that you have already started. Click *Start* to work with forms you have not yet started filling out, *Continue* for forms that are still in progress or the *PDF* icon to view a form that you already completed.

You can click the grey header bar for any license application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click *Go* to search for licenses matching your criteria. If you want to view all licenses again, click *Clear*.

to  - Issued -   
 - Status -   
 Application

### Regenerate License Card

Status: None	Issue Date: 11/20/2013
Number: 70101219	Initiated On: 11/20/2013
Forms: 1 of 1 completed	Expiration Date: 06/30/2014 (221 days until expiration)

License Card Regeneration		
Form	Requested	Completed
License Card Regeneration	Wed 11/20/13	Wed 11/20/13

- ▶ 2014-2016 EMT-Basic TRANSITION RENEWAL
- ▶ 2014-2016 Paramedic Transition Renewal
- ▶ EMS TRAINING CENTER TRAINING PERMIT
- ▶ 2012-2014 Provider Renewal
- ▶ Basic Training Permit Application (ONLY FOR PART OF A LICENSED EMT-BASIC SERVICE)
- ▶ Local Credential Agreement

Records 1-7 of 7

© 2013 ImageTrend, Inc.

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



# WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS Licensing

Welcome, JACK SPARROW | Logout

My Account

Applications

Continue 1

Checkout

Transaction

Service

Lookup

Be sure to click Save before continuing to another tab to save your changes.

## License Card Regeneration

### Preview

Scott Walker  
Governor

Kitty Rhoades  
Secretary



**State of Wisconsin**  
Department of Health Services

**DIVISION OF PUBLIC HEALTH**

1 WEST WILSON STREET  
P.O. BOX 2659  
MADISON WI 53701-2659

608-266-1568  
FAX: 608-261-6392  
dhs.wisconsin.gov/EMS

11/20/2013

**JACK SPARROW**  
1 WEST WILSONROOM 1150  
Madison , WI 53701

The Department of Health Services is pleased to welcome you as an EMS provider in the State of Wisconsin. With licensure comes responsibility:

- You must be credentialed with a licensed EMS agency prior to providing patient care in the State of Wisconsin. You may not be credentialed higher than the level of your service regardless of the level of your licensure.
- Your home address, phone number and personal email address must be current at all times. You may update your profile in E-Licensing at [www.dhs.wisconsin.gov/ems](http://www.dhs.wisconsin.gov/ems).
- Current certification in CPR at the healthcare professional level must be maintained at all times for this license/certificate to be valid.
- If licensed at the Intermediate or Paramedic level, you must also maintain current ACLS at all times for this license to be valid.
- You must renew this license/certificate by the expiration date. Refer to [www.dhs.wisconsin.gov/ems](http://www.dhs.wisconsin.gov/ems) for renewal requirements.
- You must notify the State EMS Office of a name change and submit a copy of the appropriate legal documentation that grants the name change, i.e., marriage license, divorce decree or other court order.
- Subject to ss. 111.321, 111.322, 111.335 and 256.15(6) Wis. Stats., you must not have an arrest or conviction record that substantially relates to the performance of the duties of an EMS provider as determined by the Department.

The EMS Office would like to thank you for your commitment to Emergency Medical Services in the State of Wisconsin.

Generate

© 2013 ImageTrend, Inc.

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

<b>State of Wisconsin</b> DEPARTMENT OF HEALTH SERVICES <b>License/Certificate</b> The person, firm or corporation whose name appears on this certificate has complied with the provisions of the Wisconsin statutes and is hereby authorized to engage in the activity. <b>First Responder</b>	
70101219 <small>Number</small> <b>JACK SPARROW</b> 1 WEST WILSONROOM 1150 Madison, WI53701	06/30/2016 <small>Expiration Date</small> CREDENTIALING REQUIRED FOR PRACTICE
<b>NOT TRANSFERABLE</b>	

Cut on this line

<b>State of Wisconsin</b> DEPARTMENT OF HEALTH SERVICES <b>License/Certificate</b> <b>First Responder</b>	
70101219 <small>Number</small> <b>JACK SPARROW</b>	06/30/2016 <small>Expiration Date</small> <b>NOT TRANSFERABLE</b>

Cut on this line

REMOVE THIS CARD FOR IDENTIFICATION

If you have any questions or need assistance, please contact the Wisconsin EMS program at [dhsemssmail@wisconsin.gov](mailto:dhsemssmail@wisconsin.gov).

**Wisconsin Department of Health Services**  
 Bureau of Communicable Diseases and Emergency Response  
 EMS Program  
 P-00598 (02/2014)

