WI EMS Training Center Training Permit Application Instructions

Training Permits, Certification or Licensing is done for the sole purpose of protecting the citizens of Wisconsin. It assures the public that an individual holding a training permit, certificate or license has met certain minimum competencies and that he or she is authorized to practice as defined by law.

You must hold a valid Training Center Training Permit in order to participate in clinical or field activities related to your current EMS education. If you do not hold a current training center training permit you cannot legally participate in your clinical or field experience related to your current level of education.

The WI EMS Office only issues your Training Center Training permit for the specific level of education that you are currently participating. The Training Center Training Permit is only valid for the duration of your class as specified by the course completion date provided by your instructor on your EMS Training Center Training Permit Eligibility Certification (form F-00646).

WI EMS Training Center Training Permit Application
Information you need to complete the application

You will need the following information to complete your WI EMS Training Center Training Permit Application

- Create your E-Licensing account (if not already established).
- Log into your E-Licensing account.
- Select the “Applications” tab found on your home page in E-Licensing.
- From the menu select the application titled “EMS TRAINING CENTER TRAINING PERMIT” click on the title to open the application.
- On the right side of the screen you will see the words “Apply Now”, click on “Apply Now” to initiate the application process.
- Accurately and COMPLETELY fill out the application. Pursuant to DHS 110.54 (2) omitting or falsifying information on this or any application is grounds for denial of your application.
- If you answered yes to the Criminal History or Driving History questions you are required to provide the requested supporting documentation outlined within the application.
- Upload your EMS Training Center Training Permit Eligibility Certification (form F-00646) and or other required documents relating to Criminal History or Driving History. Remember – Criminal History relates to Felonies and or Misdemeanors Driving History relates to Revocations, Suspensions and OWI/DUI.
- Electronically sign your application with your username and password to submit your application.
- The WI EMS Office has 60 business days to process a complete application (DHS 110.10). Please do not call the office to check the status of your application. The status of your application is noted in your account.
Log into your E-Licensing account

Select the “Applications” tab found on your home page in E-Licensing.
From the “Available Applications” select the application titled “EMS TRAINING CENTER TRAINING PERMIT”
On the right side of the screen you will see the words “Apply Now”, click on “Apply Now” to initiate the application process.
Click on “Start” to open the application.

The next screen is the application. Accurately and COMPLETELY fill out the application. Pursuant to DHS 110.54 (2) omitting or falsifying information on this or any application are grounds for denial of your application.
Answer ALL questions accurately or each item with a red asterisk * must be answered

Statement of Understanding

Select the appropriate level

Section 1: Instructions

Section 2: Statement of Understanding

1. I understand that under Wis. Admin. Code § 150.036 (1)(a) 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.

Section 3: Level of Class That You Are Requesting This EMS Training Center Training Permit For

Please select the level of EMS Training Center Training Permit you are requesting:

- Basic
- Intermediate Technician (I/CT)
- Intermediate
- Paramedic
- Critical Care Paramedic

Section 3: Demographics

- First Name:
- Middle Name:
- Last Name:
- Date:
- Email:
- Address:
- City:
- State:
- Zip:
- Cell Phone:

Welcome, Charlie Tone | Logout
Page two is the Criminal History section of the application. If you answered yes to the Criminal History questions, you are required to provide the requested supporting documentation outlined within the application.
Section 1: Criminal History Questions

The Fair Employment Act (Wis. Stats. 111.31, 111.32) prohibits employment discrimination on the basis of conviction or arrest record unless the employment decision is made after a fair and reasonable consideration of the conviction or arrest in the particular case. The information below is used to determine whether a certification should be granted, approved, with limitations or denied. This information you provide may be verified against criminal information records. In addition, both criminal information and the statements made by the applicant on the application will be considered in a false statement in an application.

1. Have you ever been convicted of a felony?
2. Have you ever been convicted of a misdemeanor?
3. Have you ever been convicted of a sexual offense?
4. Have you ever received a deferred prosecution?
5. Have you ever been charged with a serious offense?
6. Have you ever been involved in a violation of any criminal or civil law?
7. Have you ever been convicted of a civil violation?
8. Have you ever been involved in a violation of any civil law?
9. Have you ever been involved in a violation of any federal law?
10. Have you ever been involved in a violation of any state law?

Answer all questions accurately. The EMS office verifies the statements.
Click on “Save and Continue” to move to page three of the application, “Driving History”.

If you answered yes to the Driving History questions you are required to provide the requested supporting documentation outlined within the application.
Upload your EMS Training Center Training Permit Eligibility Certification (form F-00646) and or other required documents relating to Criminal History or Driving History. Remember – Criminal History relates to Felonies and or Misdemeanors Driving History relates to Revocations, Suspensions and OWI/DUI.

Electronically sign your application with your username and password to submit your application

The WI EMS Office has 60 business days to process a complete application (DHS 110.10). Please do not call the office to check the status of your application. The status of your application is noted in your account.

To upload documents to your application:
Click on the “Add” button to open file upload process.
1. Enter the name of the file in the name box
2. Click the browse button to open file; choose/click file to upload into file box
3. Choose the file type
4. Click the add button again to upload the file into your application
5. You will see the file in your application by clicking add to complete the upload process.
6. Please sign the application using your user name and password to submit to the WI EMS E Licensing System.