Wisconsin Emergency Medical Services
Provider E-Licensing Account Setup Instruction Guide

The mission of the Wisconsin Emergency Medical Services 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. It ensures that an individual holding a certificate or license has met certain minimum competencies and is authorized to practice, as defined by law. As an emergency medical services (EMS) provider, you may not practice as an emergency medical technician (EMT) or First Responder unless you have a current license/certificate and are credentialed with a service.

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.”

Important Account Information
The Wisconsin EMS E-Licensing system is a web-based licensing and credentialing system. The EMS office uses the email address you enter into your E-Licensing account to communicate with each Wisconsin EMS Provider. Please make sure the email address you enter in your E-Licensing account is current and that you are able to access it regularly.

Additionally, all Wisconsin EMS providers should ensure that their U.S. postal mailing address is kept current in the E-Licensing system. It is your responsibility to keep this information current at all times. If you move or obtain a new email address, please log into E-Licensing and update your profile. This will assure that you will receive all 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 as listed in your E-Licensing account.

According to DHS 110.13 (4):

“…An EMS professional shall notify the department of any change in his or her name, address, or other information kept by the department within 30 days of the change, using the department's electronic licensing system or, at the department's request, submitting updated information to the department in paper form.”

Getting Started
Navigate to the Wisconsin EMS 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). You will be redirected to the Wisconsin Department of Health Services EMS E-Licensing system account login page.
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. Select “Create Account” (identified with a red arrow in the image below).
Create Account
Please accurately complete your account demographics (identified with a red arrow in the image below). 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 notifications and mailings from the Wisconsin EMS office.
Please enter your private address and email in the Address and Email sections, respectively, and the address and email you would like to be displayed on your public profile in the Public Address and Public Email sections. The private address and email address may be used by the EMS office to send you official communications but will not be shared publicly.

Account Demographics

- First Name: 
- Middle Name: 
- Last Name: 
- Suffix: 
- Maiden Name: 
- Social Security Number: 
- Birth Date: 

Degree/Field of Study:

Available:
- Not Reporting
- Not Recorded
- Not Applicable
- Biological and Biomedical Sciences
- Business
- Communication, Journalism, and Related
- Computer and Information Sciences
- Education
- Emergency Medical Services
- Enlarging

Selected:

Address Information

- Address: 
- City: 
- County: 
- State: 
- Postal Code: 

Contact Information

- Home Phone: 
- Work Phone: 
- Cell Phone: 
- Email: 
- User Name: 

* required

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Protecting and promoting the health and safety of the people of Wisconsin
Once you have completed the account demographics and the \textit{E-Licensing} system has accepted your information, you will be directed to the following screen with directions to obtain your login information. This information will be emailed to the account you provided to the \textit{E-Licensing} system (identified with a red arrow in the image below).

You will then need to log in to the email account that you provided to the \textit{E-Licensing} system. You will receive an email with your username and password (identified with a red arrow in the image below). This password is temporary and you will need to change it on your next login.
After reviewing the email, navigate to the Wisconsin Department of Health Services EMS E-Licensing system account login page. Under “Login,” enter the username and password you received in your email from the E-Licensing system (identified with a red arrow in the image below).

After entering your username and password, you will receive an on-screen message that your password has expired and you need to enter a new password that meets the minimum password requirements (identified with a red arrow in the image below).
Once you have entered your new password, you will be directed to the following screen (see image below) welcoming you to your account.
You have successfully set up your account in the Wisconsin Department of Health Services EMS E-Licensing system. You now have the tools needed to complete your application process. You will find all of the Wisconsin Department of Health Services EMS forms for licensure in the E-Licensing system on the left side of the screen in the “Applications” (identified with a red arrow in the image below).
Once you have navigated to the Applications page, you will see a list of available applications. Please select the correct application for your need. If you have any questions or need assistance, please contact the Wisconsin EMS program at dhsemssmail@wisconsin.gov.