

Applying for an EMS Local Credentialing Agreement

Once you complete an EMS course and meet all other licensing requirements in DHS 110.06, and you have an initial WI EMS license; you can then log into the WI EMS [E-Licensing](#) system and apply for a local credentialing agreement to add yourself as a EMS provider to a service roster.

You must first log into the WI EMS [E-Licensing](#) system (See the image below of the [E-Licensing](#) home page).

Wisconsin EMS E-LICENSING

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Click [HERE](#) to be directed to the information!

Welcome to Wisconsin EMS E-Licensing!

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 above. If your email address is not on file, contact the EMS Section at 608-266-1568, for account assistance.

**Administrative Fees
Effective January 1, 2011
Under Administrative Rule DHS 110**

Administrative fee of **\$75** must be submitted for any **REINSTATEMENT** application submitted between 07/01/2011 to 06/30/2012.

Administrative fee of **\$50** must be submitted with any **RECIPROCITY** application submitted after 01/01/2011.

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 due to an invalid address DHS 110.16(1)(c)

We are working on the credit card payment system within E-licensing. Until this is operational all fees will need to be submitted via cashiers check or money order made out to the "Department of Health Services" and submitted to:

WI EMS Section – Licensing
1 W Wilson St, Room 372
PO Box 2659
Madison, WI 53701-2659

User Name:
Password:

[Login](#) [Forgot Password](#) [Forgot User Name](#)

If you have never held a Wisconsin EMS Provider license and not been enrolled in a Wisconsin EMS course, you must create a new account: [Create Account](#)

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You will use the username and password that you used when you created your account in the [E-Licensing](#) system. If you have forgotten your password or username, you can select the "Forgot Password" button or the "Forgot User Name" button on the front page to assist you with the recovery of your information.

The next page that you will see (image below) is the account profile page. This is the page that you will use to update any of your demographic information such as address changes, updated email address, CPR dates, and any other information that you need to update to keep your EMS profile current.

The page is also where you will see what services you are locally credentialed. If you don't see any services, "[Click here to see your current services](#)". You will see all of the services that you are credentialed.



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Click [HERE](#) to be directed to the information!

Apply For A License | [Update Profile](#) | Continue Application | Logout

Account Demographics

Name: JACK SPARROW
 Social Security Number: xxx-xx-6789
 Birth Date: Saturday, December 12, 1992
 Gender: Male
 Address: 1 WEST WILSON ROOM 372 Madison, Wisconsin 53701
 Home Phone: 608-266-1568
 Email: helen.pullen@wi.gov
 Alerting Delivery Method: Email
 Registered: November 1, 2011 at 12:49 PM
 Last Updated: November 2, 2011 at 10:53 AM

User Certification Information

State Certification Level: EMT-Basic
 State Certification Issue Date: 11/01/2011
 State Certification Expiration Date: 06/30/2014
 CPR Expiration Date:
 ACLS Expiration Date:
 PALS Expiration Date:

[Edit Profile](#)

[Click here to see your current services.](#)

Current Applications

User: JACK SPARROW
License: Local Credential Agreement (Initiated on 11/02/2011) **Status: Issued**

Form	Package	Requested	Completed	Actions
Local Credential Agreement (Applicant) - 2010	Local Credential (Applicant) - 2010	Wed 11/2/11	Wed 11/2/11	View
Local Credential Agreement (Operations Manager) - 2010	Local Credential (Operations) - 2010	Wed 11/2/11	Wed 11/2/11	View
Local Credential Agreement (Medical Director) - 2010	Local Credential (Medical Director) - 2010	Wed 11/2/11	Wed 11/2/11	View

User: JACK SPARROW
License: 2012-2014 Provider Renewal (Initiated on 11/01/2011) **Status: In Process**

Form	Package	Requested	Completed	Actions
2012-2014 Renewal Part 1: EMS Work Force Survey	2012-2014 Provider Renewal	Tue 11/1/11	Tue 11/1/11	View
2012-2014 EMS Provider Renewal	2012-2014 Provider Renewal	Tue 11/1/11		Continue

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You must have a local credentialing agreement to be working with a service as a legal crew member.

Once logged into your account, click on “Apply for a License” as shown below.

Wisconsin EMS LICENSING

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Click [HERE](#) to be directed to the information!

[Apply For A License](#) | [Update Profile](#) | [Continue Application](#) | [Logout](#)

Record updated successfully

Account Demographics

Name: JACK SPARROW

After the next page comes up, scroll down and you will see the various documents available to you as shown below. You will want to select the “Local Credentialing Agreement” application as shown in the image below.

Wisconsin EMS LICENSING

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[Apply For A License](#) | [Update Profile](#) | [Continue Application](#) | [Logout](#)

Information for Renewal
Completion of the workforce survey is required prior to receiving your renewal application.

Applications Accepted Online

- 06-2011 Provider Reinstatement - Close date: Jun 30, 2012
- [Basic Training Permit Application \(ONLY FOR PART OF A LICENSED EMT-BASIC SERVICE\)](#) - Close date: Jun 30, 2020
- Basic Training Permit Local Credentialing Application (MUST HAVE A TRAINING PERMIT TO USE THIS FOR AN EMT-BASIC SERVICE ONLY) - Close date: Jun 30, 2020
- EMS INSTRUCTOR I LICENSE - Close date: Jun 20, 2020
- EMS INSTRUCTOR I LOCAL CREDENTIALING AGREEMENT(MUST HAVE INSTRUCTOR I LICENSE BEFORE THIS IS COMPLETED) - Close date: Jun 30, 2020
- EMS INSTRUCTOR II LICENSE - Close date: Jun 30, 2020
- EMS INSTRUCTOR II LOCAL CREDENTIALING AGREEMENT(MUST HAVE INSTRUCTOR II LICENSE BEFORE THIS IS COMPLETED) - Close date: Jun 30, 2020
- EMS Personnel Initial License Application - Close date: Dec 31, 2020
- [Local Credentialing Agreement](#) - Close date: Apr 8, 2020
- Out-of-State Trained Applicants Only - Verification of License Form - PRINT and MAIL form as directed - Close date: Dec 31, 2020
- Out-of-State Trained Applicants Only - Verification of Out-of-State Education - PRINT and MAIL form as directed - Close date: Dec 31, 2020
- Provider Downgrade Application - Close date: Jun 30, 2020
- Provider Upgrade Application - Close date: Jun 30, 2020
- Reciprocity License 8-2011 (FOR USE FOR OUT OF STATE EDUCATION OR OUT OF STATE LICENSURE) - Close date: Aug 26, 2012

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Once you select the Local Credentialing Agreement” application you will see, the image below. You will need to select the “start” link.



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Click [HERE](#) to be directed to the information!

[Apply For A License](#) | [Update Profile](#) | [Continue Application](#) | [Logout](#)

Note added successfully

Current Applications

User: JACK SPARROW Remove
License: Local Credential Agreement (Initiated on 11/02/2011) Status: In Process-LCA

Form	Package	Requested	Completed	Actions
Local Credential Agreement (Applicant) - 2010	Local Credential (Applicant) - 2010	Wed 11/2/11		 Start

User: JACK SPARROW

You will now see the “Local Credentialing Agreement” application in the image below. This is the application that will add you to the service roster after the service director and medical director have approved you. When you complete the process your information will auto populate the application. Please make sure when you are selecting your service that you plan to operate with, that it is the correct service. Once you have completed the application for your “Local Credentialing Agreement” you can hit the “Save and continue” button at the bottom of the web page. When you hit the “Save and continue” button the service director will be sent an email from the [E-Licensing](#) system, indicating that you have completed a “Local Credentialing Agreement” for the service, and they can then approve you.

The screenshot shows the Wisconsin EMS E-Licensing application interface. At the top left is the Wisconsin EMS E-Licensing logo. To the right, a yellow banner reads: "Now Available! PUBLIC LOOK UP! Consistent with JCAHO and NCCA standards for primary source verification. Click [HERE](#) to be directed to the information!". Below the logo is a navigation menu with links: "Apply For A License", "Update Profile", "Continue Application", and "Logout". The main header is "Local Credentialing Agreement (Applicant) - 2010" with a sub-header "Page 1 (STEP 1 OF 2)". The page content includes a "Local Credentialing Agreement" section with a warning: "This form is not used to renew a current EMS Provider license!!". It also contains instructions: "Please do not complete this form if you are already on the service's roster unless you are applying to upgrade the level your care with this service." and "You must hold a valid Wisconsin EMS provider license at or above the level you are applying to be credentialed." Below this is a form with fields for: First Name (JACK), Middle Name, Last Name (SPARROW), Email (helen.pullen@wi.gov), Home Phone (608 - 266 - 1568), and Work Phone. A "Verification" section has a dropdown for "Service Name" (currently showing "- Service Name -"). A note states: "Local Credentialing Agreements (LCA) are signed electronically by you, the service director and medical director and do not need to be printed and signed on paper." At the bottom, there are two bullet points: "I agree to function within the guidelines of the above named EMS Agency and those established by the Wisconsin Department of Health Services, Emergency Medical Services Section." and "I understand that Medical Director authorization is required prior to practice and that I may not practice at a level higher than the service." A "Save and Continue" button is located at the bottom center. The footer includes "Contact us | Disclaimer | Employment | Privacy notice", "Protecting and promoting the health and safety of the people of Wisconsin", and "The Official Internet site of the Wisconsin Department of Health Services".

The next screen you will see will look like the image below. This screen will allow you to see the “Local Credentialing Agreement” application that you have submitted for approval and you will see that it was sent to the Operations Manager, or better known as the service director. This screen will indicate to you that the application has been sent to the service director for approval.



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[Apply For A License](#) | [Update Profile](#) | [Continue Application](#) | [Logout](#)

Current Applications

User: JACK SPARROW				
License: Local Credential Agreement (Initiated on 11/02/2011)				Status: In Process-LCA
Form	Package	Requested	Completed	Actions
Local Credential Agreement (Applicant) - 2010	Local Credential (Applicant) - 2010	Wed 11/2/11	Wed 11/2/11	View
Local Credential Agreement (Operations Manager) - 2010	Local Credential (Operations) - 2010	Wed 11/2/11		

After the service director approves the “Local Credentialing Agreement” the service medical director is sent an email from the [E Licensing](#) system to approve your “Local Credentialing Agreement” with the service. The image below is the next screen you will see. It shows you that both the service director and medical director have approved the “Local Credentialing Agreement”



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Current Applications

User: JACK SPARROW				
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Local Credential Agreement (Operations Manager) - 2010	Local Credential (Operations) - 2010	Wed 11/2/11	Wed 11/2/11	View
Local Credential Agreement (Medical Director) - 2010	Local Credential (Medical Director) - 2010	Wed 11/2/11	Wed 11/2/11	View

After both the service director and medical director have approved the “Local Credentialing Agreement” you as the provider will be sent a email from the [E Licensing](#) system indicating that you are now able to begin to practice with the service. See the image below as an example.

Subject: LCA completed

The Local Credential Agreement completed by JACK SPARROW with TEST PROVIDER (DROPPED) has been completed. He/she may now begin practice as an EMS Provider with this service.

Thank you for your commitment to EMS in Wisconsin!

The Wisconsin EMS Office

After you receive the email as shown above log back into your [E Licensing](#) account. You will be at your profile demographics again. Where you see the red arrows as shown in the image below, you will need to click on the blue link “**Click here to hide your current services.**”



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[Apply For A License](#) | [Update Profile](#) | [Continue Application](#) | [Logout](#)

Account Demographics

Name: JACK SPARROW
Social Security Number: xxx-xx-6789
Birth Date: Saturday, December 12, 1992
Gender: Male
Address: 1 WEST WILSON
ROOM 372
Madison, Wisconsin 53701
Home Phone: 608-266-1568
Email: helen.pullen@wi.gov
Alerting Delivery Method: Email
Registered: November 1, 2011 at 12:49 PM
Last Updated: November 2, 2011 at 10:53 AM

User Certification Information

State Certification Level: EMT-Basic
State Certification Issue Date: 11/01/2011
State Certification Expiration Date: 06/30/2014
CPR Expiration Date:
ACLS Expiration Date:
PALS Expiration Date:

[Edit Profile](#)

[Click here to see your current services.](#)

Current Applications

User: JACK SPARROW

License: Local Credential Agreement (Initiated on 11/02/2011)

Status: Issued

Form	Package	Requested	Completed	Actions
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User: JACK SPARROW

License: 2012-2014 Provider Renewal (Initiated on 11/01/2011)

Status: In Process

Form	Package	Requested	Completed	Actions
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After you select the “[Click here to hide your current services.](#)” You will see by the red arrows the names of the EMS Services that you are a legal crew member of, and you are on the service’s roster. If you are a member of more than one service you should have all of the services shown. If not, there is a problem and you should contact your service director.



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Madison, Wisconsin 53701
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State Certification Level: EMT-Basic
State Certification Issue Date: 11/01/2011
State Certification Expiration Date: 06/30/2014
CPR Expiration Date:
ACLS Expiration Date:
PALS Expiration Date:

[Edit Profile](#)

[Click here to hide your current services.](#)

Service	Position	License Number	Phone	Email	City	County
TEST PROVIDER (DROPPED)		TEMS-0001	121-546-5111	test@mail.com	MADISON	DANE

= Primary Contact = Operations Officer = Online Medical Director = Offline Medical Director

Current Applications

User: JACK SPARROW

License: Local Credential Agreement (Initiated on 11/02/2011)

Status: Issued

Form	Package	Requested	Completed	Actions
Local Credential Agreement (Applicant) - 2010	Local Credential (Applicant) - 2010	Wed 11/2/11	Wed 11/2/11	View
Local Credential Agreement (Operations Manager) - 2010	Local Credential (Operations) - 2010	Wed 11/2/11	Wed 11/2/11	View
Local Credential Agreement (Medical Director) - 2010	Local Credential (Medical Director) - 2010	Wed 11/2/11	Wed 11/2/11	View

User: JACK SPARROW

License: 2012-2014 Provider Renewal (Initiated on 11/01/2011)

Status: In Process

Form	Package	Requested	Completed	Actions
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If the names of the service or services that you are working with are listed, you are ready to practice with that service. If you have been working with a service and you are not seeing that service on your page, please contact your service director and complete a local credentialing agreement for that service as soon as possible. Without having a service shown on this page, you are NOT a legal crew member and are in violation of DHS 110, and will face disciplinary action against your WI EMS License.

Once your local credentialing agreement is approved and you are added to the roster, you are also added to the service roster in WARDS as well. You will need to contact your service director for user access to the WARDS service page so that you are able to complete your runs in the WARDS system.

If you have any questions, please contact the WI EMS office.