

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.



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 256](#)

[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

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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. Select "Create Account" (identified with a red arrow in the image below).



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 RECIPROCIY 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)

[PLEASE CLICK HERE TO BE DIRECTED TO OUR PUBLIC LOOKUP](#)

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?](#)

Login Create Account

Account Lookup

Last Name:

* Birth Date:

 / /

* Social Security Number:

 - -

Lookup

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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.



WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS Licensing

Account Login

Lookup

Create Your Account

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	Selected
Not Reporting	
Not Recorded	
Not Applicable	
Biological and Biomedical Sciences	
Business	
Communication, Journalism, and Related	
Communications Technologies	
Computer and Information Sciences	
Education	
Emergency Medical Services	
Engineering	

Address Information

* Address:

* City:

County:

* State:

* Postal Code:

Contact Information

Home Phone: - -

Work Phone: - -

Cell Phone: - -

* Email:

* User Name:

* required

Save

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Once you have completed the account demographics and the [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 [E-Licensing](#) system (identified with a red arrow in the image below).

Department of Health Services
State of Wisconsin

WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS Licensing

Account Login

Account created successfully! Please check your email to obtain your login information and begin the online application process.

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)

PLEASE CLICK HERE TO BE DIRECTED TO OUR PUBLIC LOOKUP

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?](#)
Login **Create Account**

Account Lookup
Last Name:
* Birth Date:
* Social Security Number:
Lookup

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You will then need to log in to the email account that you provided to the [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.

Below is your login information for the Wisconsin EMS *e-Licensing* [Wisconsin E-Licensing System](#) as requested:

Username: lukesdad
Password: 2aUMx6PJ

Currently, *e-licensing* is supported on Windows using Internet Explorer (IE) only. Although it may function, some features may not work properly on a Mac or with other browsers, such as, Firefox or Safari. If you are using a browser other than IE and are experiencing problems with *e-Licensing*, please try again using IE.

The Wisconsin EMS Office

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).

The screenshot displays the Wisconsin Department of Health Services EMS Licensing website. At the top left is the department's logo, a stylized human figure with arms raised, surrounded by the text "Department of Health Services" and "State of Wisconsin". To the right of the logo, the text "WISCONSIN DEPARTMENT OF HEALTH SERVICES" and "EMS Licensing" is displayed in a large, blue, serif font.

Below the header, there is a navigation bar with two buttons: "Account Login" (with a person icon) and "Lookup" (with a magnifying glass icon). A yellow banner at the top of the main content area reads: "Account created successfully! Please check your email to obtain your login information and begin the online application process."

The main content area contains several sections:

- A message: "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)
- A green link: [PLEASE CLICK HERE TO BE DIRECTED TO OUR PUBLIC LOOKUP](#)
- A note: "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:"
- Contact information: "WI EMS Section – Licensing
1 W Wilson St. Room 1150
PO Box 2659
Madison, WI 53701-2659"

At the bottom of the page, there are two main form sections:

- Login**: Contains fields for "Username:" and "Password:". A red arrow points to the Username field, another red arrow points to the Password field, and a third red arrow points to the "Login" button. Below the password field is a link: "Forgot Username or Password?". There are also "Login" and "Create Account" buttons.
- Account Lookup**: Contains fields for "Last Name:", "Birth Date:" (with a calendar icon), and "Social Security Number:". There is a "Lookup" button below these fields.

At the very bottom of the page, there is a copyright notice: "© 2014 ImageTrend, Inc." and a tagline: "Protecting and promoting the health and safety of the people of Wisconsin".

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).



WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS Licensing

Account Login

Lookup

Reset Password

Your password has expired. Please enter a new password that meets the minimum password requirements listed below.

Password Requirements

- * Password must be at least 7 characters long.
- * Password must contain at least 1 numeric character.
- * Password must contain a mix of upper and lower case characters.
- * Do NOT use a password that contains your user name or any part of your full name (as is, reversed, CAPS, doubled, etc.)
- * Do NOT use a word contained in English or foreign language dictionaries.
- * Do NOT use information easily obtained about you (ie employee number, child or spouse name, pet name, address, etc.)

Reset Password

Password:

Re-enter Password:

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Once you have entered your new password, you will be directed to the following screen (see image below) welcoming you to your account.



WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS Licensing

Welcome, Darth Vader | Logout

You are logged in. Welcome Darth Vader.

My Account

For more detail about any item, click the links on this page or in the left menu.

Darth Vader
Number:
Issued:
Expiration:

Form pending completion

I am looking for...
Personnel
First Name Last Name
Suffix GO

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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).



WISCONSIN DEPARTMENT OF HEALTH SERVICES EMS Licensing

Welcome, Darth Vader | Logout

My Account

- Profile
- Issued Application
- Training Report
- Documents
- Applications**
- Service
- Lookup

My Account

For more detail about any item, click the links on this page or in the left menu.

Darth Vader
Number:
Issued:
Expiration:

Form pending completion

I am looking for...
Personnel

First Name: [] Last Name: []
Suffix: []

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

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.

Wisconsin Department of Health Services
Bureau of Communicable Diseases and Emergency Response
EMS Program
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