



DIVISION OF PUBLIC HEALTH

Scott Walker
Governor

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

Dennis G. Smith
Secretary

State of Wisconsin

608-266-1568

FAX: 608-261-6392

TTY: 888-701-1253

Department of Health Services

dhs.wisconsin.gov/ems

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TO: All EMS Services, Directors, Medical Directors, and Personnel

FROM: Brian Litza, EMS Director
Wisconsin Emergency Medical Services Unit
Bureau of Communicable Diseases and Emergency Response
Division of Public Health



SUBJECT: First Responder Certification – Waiver for Licensure

During this recent 2012-2014 renewal cycle, we have discovered that many first responders have never applied for a certificate or have let it lapse. Under DHS 113 published in 2005 and under current rule DHS 110, all first responder personnel must be certified to perform duties as a first responder. In an effort to retain as many first responders as possible, we are offering a one-time waiver for licensure.

If you had initial training and never applied for a certificate:

1. Complete a waiver request form stating why you did not obtain your certificate and request the limited waiver for first responder certification. The form can be found at: <http://www.dhs.wisconsin.gov/forms/F0/F00569.doc>
2. Complete the “**EMS Personnel Initial License Application**” in [E-Licensing](#) . Account set-up instructions and applications instructions can be found at: http://www.dhs.wisconsin.gov/ems/License_certification/elicensing/index.htm
3. Upload to your application the documentation of your initial first responder training and biennial first responder refreshers up to the current renewal period.
4. Provide your current CPR expiration date on the application.
5. Once we review the above information, we will send you an authorization letter to take the written National Registry first responder assessment exam.
6. Schedule and complete your exam.
7. Submit your results to our office. There is no fee because this is considered your initial license.

If you have held a certificate that expired BEFORE June 30, 2010 and was not renewed:

1. Complete a waiver request form stating why you did not renew your certificate and request the limited waiver for first responder certification. The form can be found at: <http://www.dhs.wisconsin.gov/forms/F0/F00569.doc>

2. Complete the “**06-2011 Provider Reinstatement License Application**” in [E-Licensing](#). Application instructions can be found at:
http://www.dhs.wisconsin.gov/ems/License_certification/elicensing/index.htm
3. Pay the associated \$75 reinstatement fee. This fee may be paid on-line after completing the application or may be sent via cashier’s check or money order to our office.
4. Upload to your application the documentation of your initial first responder training and biennial first responder refreshers up to the current renewal period.
5. Provide your current CPR expiration date on the application.
6. Once we review the above information, we will send you an authorization letter to take the written National Registry first responder assessment exam.
7. Schedule and complete your exam.
8. Submit your results to our office.

If you have held a certificate that expired on June 30, 2012 and was not renewed:

1. Complete the “**07-2012 Late Renewal Application**” in [E-Licensing](#). Application instructions can be found at
http://www.dhs.wisconsin.gov/ems/License_certification/elicensing/index.htm
2. Pay the associated \$50 late renewal fee. This fee may be paid on-line after completing the application or may be sent via cashier’s check or money order to our office.
3. Upload to your application the documentation of your formal first responder refresher course completed after July 1, 2010 and before December 31, 2012.
4. Provide your current CPR expiration date on the application.

We have worked diligently to get everyone properly certified since it became required in 2005. This is the final opportunity for first responder personnel who have never obtained certification, or who let their certification lapse, to obtain the certification without repeating the initial training. If you are aware of anyone that falls within these circumstances, please forward this information to them for their consideration.

REMINDER: This accommodation expires on December 31, 2012