

WISCONSIN RECIPROCITY APPLICATION CHECKLIST

The information below will assist in collecting the documentation to complete a reciprocity application process in the Wisconsin [E-Licensing](#) (link is external) system. This checklist should be used to assist an applicant in the application documentation collection. All individuals applying for Wisconsin licensure based on licensure and education from another state as EMS professionals must meet the requirements identified in [Wis. Admin. Code § DHS 110.066\(1\)](#).

TASKS TO BE COMPLETED

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- Eligibility To be eligible to apply for a license based on out-of-state license or education as an emergency medical services practitioner or certificate as an emergency medical responder, the applicant shall meet all the following requirements:
- [Wis. Admin. Code § DHS 110.066\(1\)](#)
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- The individual is 18 years of age or older.
- [Wis. Admin. Code § DHS 110.066\(1\)\(a\)](#)
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- The individual is capable of performing the actions authorized by the department in the [Wisconsin scope of practice](#) for the practice level for which the applicant applies.
- [Wis. Admin. Code § DHS 110.066\(1\)\(b\)](#)
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- The individual presents documentation of a current license or certificate issued by another state at or above the level being applied and a completed verification of licensure form from every state the individual has ever been licensed or certified as an emergency medical responder or emergency medical services practitioner.
- [Wis. Admin. Code § DHS 110.066\(1\)\(c\)](#)
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- The individual presents a completed verification of education form documenting completion of an initial course equivalent to the training required for an initial license or certificate under the applicable Wisconsin curriculum, as determined by the department. If initial training was completed prior to the current licensing period, the applicant also presents documentation of completion of an approved refresher course, as determined by the department.
- [Wis. Admin. Code § DHS 110.066\(1\)\(d\)](#)
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- The individual shall successfully complete the cognitive and psychomotor exam through the NREMT for the certification or license level being applied for. If an applicant holds current NREMT certification at or above the certification or license levels being applied, that individual shall be considered to come from a jurisdiction with licensing or certification standards at least substantially similar to Wisconsin and exempt from examination under s. 256.15 (7), Stats. Applicants who do not hold current NREMT shall not be considered to come from jurisdictions with substantially similar licensing and certifications standards to Wisconsin and must complete the NREMT cognitive and psychomotor assessment examinations.
- [Wis. Admin. Code § DHS 110.066\(1\)\(e\)](#)
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- The individual provides documentation of successful completion of a CPR course within the last 2 years at the healthcare professional level by a CPR organization specified under s. [DHS 110.17 \(1\)](#). If the application is for licensure at the paramedic level, the applicant provides documentation of successful completion of coursework provided by an organization specified under s. [DHS 110.17 \(1\)](#) in all of the following:
1. Advanced cardiac life support.
 2. Pediatric advanced life support, pediatric education for pre-hospital professionals at the advanced life support level, or an equivalent approved by the department.
- [Wis. Admin. Code § DHS 110.066\(1\)\(f\)](#)
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- Subject to ss. [111.321](#), [111.322](#), and [111.335](#), Stats., the individual does not have an arrest or conviction record that is substantially related to performing the duties of an emergency medical responder or emergency medical services practitioner, as determined by the department.
- [Wis. Admin. Code § DHS 110.066\(1\)\(g\)](#)
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- The individual shall complete training for response to acts of terrorism or present evidence satisfactory to the department of the equivalent course and successful completion.

[Wis. Admin. Code § DHS 110.066\(1\)\(h\)](#)

- The individual shall submit the reciprocity fee specified under s. DHS 110.16 (1) (e).

[Wis. Admin. Code § DHS 110.066\(1\)\(i\)](#)

APPLICATION AND SUPPORTING DOCUMENTATION

Below are the supporting documentation items to support your reciprocity application process.

- Application.** The applicant shall submit to the department an application that includes documentation acceptable to the department showing proof of eligibility. The applicant shall submit the application and documentation to the department in the manner or method specified by the department.

[Wis. Admin. Code § DHS 110.066\(2\)](#)

- A completed verification of licensure form from every state the individual has ever been licensed or certified as an emergency medical responder or emergency medical services practitioner.

You will find this form in your in your [E-Licensing](#) account in the “Applications” tab.

[Wis. Admin. Code § DHS 110.066\(1\)\(c\)](#)

- A completed verification of education form documenting completion of an initial course equivalent to the training required for an initial license or certificate under the applicable Wisconsin curriculum, as determined by the department. If initial training was completed prior to the current licensing period, the applicant also presents documentation of completion of an approved refresher course, as determined by the department. You will find this form in your in your [E-Licensing](#) account in the “Applications” tab.

[Wis. Admin. Code § DHS 110.066\(1\)\(d\)](#)

- Current NREMT certification at or above the certification or license levels being applied.

You will be required to enter your current NREMT certification number and expiration date into your application.

[Wis. Admin. Code § DHS 110.066\(1\)\(e\)](#)

- Documentation of successful completion of a CPR course within the last 2 years at the healthcare professional level by a CPR organization specified under s. DHS 110.17 (1). If the application is for licensure at the paramedic level, the applicant provides documentation of successful completion of coursework provided by an organization specified under s. DHS 110.17 (1) in all of the following:

1. Advanced cardiac life support.
2. Pediatric advanced life support, pediatric education for pre-hospital professionals at the advanced life support level, or an equivalent approved by the department.

You will be required to enter your current certification number and expiration date into your application and upload copies of the certification(s) in your application.

[Wis. Admin. Code § DHS 110.066\(1\)\(f\)](#)

- Subject to ss. 111.321, 111.322, and 111.335, Stats., the individual does not have an arrest or conviction record that is substantially related to performing the duties of an emergency medical responder or emergency medical services practitioner, as determined by the department. You will be required to submit [criminal history documentation](#) to support the application.

[Wis. Admin. Code § DHS 110.066\(1\)\(g\)](#)

- The individual shall complete training for response to acts of terrorism or present evidence satisfactory to the department of the equivalent course and successful completion.

We offer a free online course that takes roughly two hours to complete. To receive credit, you must register with the [WI-Train website](#), and complete the course (reference [Course Number 1047410](#)) and obtain a course completion certificate to upload into your account.

You will be required to upload a copy of the current course completion certificate into your application.

[Wis. Admin. Code § DHS 110.066\(1\)\(h\)](#)

- The individual shall submit the reciprocity fee specified under s. DHS 110.16 (1) (e).

You will have the opportunity to pay the fee when the application is submitted to [E-Licensing](#).

[Wis. Admin. Code § DHS 110.066\(1\)\(i\)](#)