



## EMS Instructor II Transition Process

### Overview

This is the process used to recognize persons with equivalent EMS instructor education and/or training as identified in Wisconsin Administrative Rule DHS 110.28 (2)(e), which states “***proof of successful completion of an EMS instructor II orientation workshop conducted by the department and the WTCS board, or an equivalent determined by the department.***”

Wisconsin Technical College System (WTCS) and Wisconsin Department of Health Services-EMS Section (DHS-EMS) recognize the following as equivalents if successfully completed within the past two (2) years\*:

- **WTCS Emergency Services Instructor (ESI) Course**
- **National Association of EMS Educators (NAEMSE) Instructor Course – Level 1 or 2**
- **EMS Instructor certification/licensure from another state or territory (verifiable)**
- **Equivalent education and/or training as determined by WTCS and DHS-EMS Section**

**\*the two (2) year requirement only applies to those who are not currently emergency services instructors, such as EMS Instructor I.\***

Those instructors meeting the equivalency standard are required to meet all of the remaining licensing requirements according to Wisconsin Administrative Code DHS 110.28, which includes:

- **EMS Instructor II application** completed in DHS-EMS e-licensing system. Follow the directions for the uploading of documents. E-licensing can be located at <https://www.wi-emss.org/public/wisconsin>
- **EMS licensure in good standing** at or above level at which EMS instructor II licensing is sought with all required credentials, such as current CPR for all providers and ACLS for advanced level providers
- **NREMT Certification\*** in good standing at or above the level at which EMS Instructor II licensure is sought (\*unless licensed as a paramedic before January 1, 2013)
- **Letter of Verification** confirming two (2) years of EMS experience at or above the level at which EMS instructor II licensing is sought
- **Equivalent critical care experience** as determined by the department only for those seeking EMS instructor license at the paramedic critical care level

- **Supervised Teaching Evaluation** must be completed at each EMS training center in which EMS instruction will be delivered. EMS Instructor II Evaluation Form and it's completion guidelines are located at <http://mywtcs.wtcsystem.edu/instructional-services/law-public-safety-and-security/ems> in the EMS Instructor I and II Section
- **EMS Instructor II Orientation Webinar & Teleconference** - go to: <http://mywtcs.wtcsystem.edu/wtcsinternal/cmsspages/getdocumentfile.aspx?nodeguid=b979cb3f-0e3b-4aa0-8cf7-9d95a63666c8> for more information. Contact Tim Weir at WTCS at 608-266-0995 or [timothy.weir@wtcsystem.edu](mailto:timothy.weir@wtcsystem.edu) with any questions
- **Local Credentialing Agreement (LCA)** is required for each EMS training center where EMS instruction is delivered. **PLEASE NOTE:** application for an LCA is **only allowed after EMS Instructor II license has been approved**

Questions on this process should be directed to either Tim Weir at WTCS at 608-266-0995 or email at [timothy.weir@wtcsystem.edu](mailto:timothy.weir@wtcsystem.edu) or Ray Lemke at DHS-EMS Section at 608-266-0737 or email at [ray.lemke@dhs.wisconsin.gov](mailto:ray.lemke@dhs.wisconsin.gov).