

CR 90-172

CERTIFICATE

STATE OF WISCONSIN)
)SS
DEPARTMENT OF HEALTH AND SOCIAL SERVICES)

I, Patricia A. Goodrich, Secretary of the Department of Health and Social Services and custodian of the official records of the Department, do hereby certify that the annexed rules relating to licensing of ambulance service providers and emergency medical technicians-basic were duly approved and adopted by this Department on December 12, 1990.

I further certify that this copy has been compared by me with the original on file in the Department and that this copy is a true copy of the original, and of the whole of the original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department at the State Office Building, 1 W. Wilson Street, in the city of Madison, this 12th day of December, 1990.

SEAL:

Patricia A. Goodrich

Patricia A. Goodrich
Secretary

CR 90-172

RECEIVED

DEC 12 1990
11:00am
Revisor of Statutes
Bureau

2-1-91

RECEIVED

DEC 12 1990

ORDER OF THE
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
REPEALING AND ADOPTING RULES

Revisor of Statutes
Bureau

To repeal H 20 and create HSS 110.01 to 110.09, relating to licensing of ambulance service providers and emergency medical technicians (EMTs)-basic.

Analysis Prepared by the Department of Health and Social Services

This order repeals ch. H 20 and creates ss. HSS 110.01 to 110.09 to bring up to date the Department's standards for licensing ambulance service providers and emergency medical technicians-basic (EMTs-basic) and for the operation of ambulance services, mainly in response to the extensive changes made in s. 146.50, Stats., by 1989 Wisconsin Act 102.

An EMT-basic license is evidence that a person has received training in and can perform basic life support skills in a prehospital emergency care setting.

The rules have been revised to reflect terminological changes made in s. 146.50, Stats., by 1989 Wisconsin Act 102; to implement s. 146.50(5)(b), Stats., as created by 1989 Wisconsin Act 102, by establishing a system and qualifications for issuance of training permits and specifying that a training permit will expire and cannot be renewed after being in force for 24 months; to implement s. 146.50(6)(b), Stats., as created by 1989 Wisconsin Act 102, by making EMT-basic license renewal depend on completion of specified refresher training and submission of evidence that the person has maintained proficiency in the skills required for a license; and to add a process and criteria for approving training centers for EMTs-basic and a process for approving training courses for EMTs-basic.

Similar emergency rules have been in effect since July 1, 1990.

Pursuant to s. 146.50(6)(b)2, Stats., as created by 1989 Wisconsin Act 102, the Department has kept the Wisconsin State Board of Vocational, Technical and Adult Education informed about development of training requirements for EMT-basic license renewals and has given the Board opportunities to comment on the proposed rules.

The Department's authority to repeal and create these rules is found in s. 140.05(3), Stats., and s. 146.50(5)(b) and (d)1, (6)(b)2 and (c)(intro.) and (13), Stats., as affected by 1989 Wisconsin Act 102. The rules interpret s. 146.50, Stats., as affected by 1989 Wisconsin Act 102, and s. 146.55, Stats., as created by 1989 Wisconsin Act 102.

SECTION 1. H 20 is repealed.

SECTION 2. HSS 110.01 to 110.09 are created to read:

Chapter HSS 110

LICENSING OF AMBULANCE SERVICE PROVIDERS AND EMERGENCY MEDICAL TECHNICIANS-BASIC

HSS 110.01	Authority and Purpose
HSS 110.02	Applicability
HSS 110.03	Definitions
HSS 110.04	Licensing of Ambulance Service Providers
HSS 110.05	Licensing of EMTs-Basic
HSS 110.06	EMT-Basic Training Permits
HSS 110.07	EMT-Basic Training
HSS 110.08	Denials and Sanctions
HSS 110.09	Waivers

HSS 110.01 AUTHORITY AND PURPOSE. This chapter is promulgated under the authority of ss. 140.05(3) and 146.50(5)(b) and (d)1, (6)(b)2 and (c)(intro.) and (13), Stats., to protect members of the public who require emergency medical care in prehospital settings by establishing standards for licensing ambulance service providers, including standards for the operation of ambulance services, standards for licensing emergency medical technicians-basic (EMTs-basic) and standards for certifying EMTs-basic to do defibrillation.

HSS 110.02 APPLICABILITY. This chapter applies to all applicants for and holders of an ambulance service provider license, an EMT-basic license or an EMT-basic training permit and to all EMTs-basic who apply for certification to do defibrillation or who are certified to do defibrillation.

HSS 110.03 DEFINITIONS. In this chapter:

(1) "Ambulance" has the meaning specified in s. 146.50(1)(a), Stats., namely, an emergency vehicle, including any motor vehicle, boat or aircraft, whether privately or publicly owned, which is designed, constructed or equipped to transport sick, disabled or injured individuals.

(2) "Ambulance service" has the meaning specified in s. 146.55(1)(a), Stats., namely, the business of transporting sick, disabled or injured individuals by ambulance to or from facilities or institutions providing health services.

(3) "Ambulance service provider" has the meaning specified in s. 146.50(1)(c), Stats., namely, a person engaged in the business of transporting sick, disabled or injured individuals by ambulance to or from facilities or institutions providing health services.

(4) "Basic life support" means emergency medical care that is rendered to a sick, disabled or injured individual, based on signs, symptoms or complaints, prior to the individual's hospitalization or while transporting the individual between health care facilities and that is limited to use of the knowledge, skills and techniques received from training required under

s. 146.50, Stats., and this chapter as a condition for being issued an EMT-basic license.

(5) "Biennial licensing period" means the 2-year period beginning July 1 of even-numbered years.

(6) "Certified training center" means any organization, including a medical or educational institution, approved by the department under s. HSS 110.07(1) to conduct EMT-basic training.

(7) "Defibrillation" means the administration of an electrical impulse to an individual's heart for the purpose of stopping ventricular fibrillation.

(8) "Department" means the Wisconsin department of health and social services.

(9) "EMT" means an emergency medical technician.

(10) "EMT-basic" or "emergency medical technician-basic" means an individual who is licensed under this chapter to administer basic life support and to properly handle and transport sick, disabled or injured individuals.

(11) "EMT-basic refresher training" means training required for EMTs-basic under s. HSS 110.05(4) as a condition for license renewal.

(12) "EMT-basic training" means a department-approved training course consisting of classroom and in-hospital instruction which will qualify the student for examination and an EMT-basic license.

(13) "EMT-intermediate" means an emergency medical technician licensed under ch. HSS 111.

(14) "EMT-paramedic" means an emergency medical technician licensed under ch. HSS 112.

(15) "Individual" means a natural person, and does not include a firm, corporation, association, partnership, institution, public agency, joint stock association or any other group of individuals.

(16) "National registry of EMTs" means the non-profit, independent, non-governmental agency headquartered in Columbus, Ohio, which serves as the national certifying agency attesting to the proficiency of ambulance personnel through provision of a standardized written examination for individuals who have had state-approved EMT training or documentation of EMT certification and 6 months of EMT experience.

(17) "National standard curriculum for training EMTs-basic" means the Emergency Medical Technician--Ambulance: National Standard Curriculum, March 1984, published by the national highway traffic safety administration of the U.S. department of transportation.

Note: The U.S. Department of Transportation National Highway Traffic Safety Administration's national standard curriculum for training EMTs-ambulance [EMTs-basic] may be consulted at the offices of the Department's Bureau of Environmental Health or at the Secretary of State's Office or the Revisor of Statutes Bureau. The curriculum may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402-9325.

(18) "Person" has the meaning specified in s. 146.50(1)(L), Stats.

(19) "Physician" means a person licensed to practice medicine or osteopathy under ch. 448, Stats.

(20) "Physician's assistant" means a person certified under ch. 448, Stats., to perform as a physician's assistant.

(21) "Registered nurse" means a person who is licensed as a registered nurse under ch. 441, Stats.

(22) "VTAE college" means a Wisconsin vocational, technical and adult education college.

HSS 110.04 LICENSING OF AMBULANCE SERVICE PROVIDERS. (1) APPLICATION. A person requesting an initial license or the renewal of a license to act or advertise as an ambulance service provider shall:

(a) Apply on a form provided by the department;

(b) Provide written documentation sufficient to establish that:

1. The applicant employs sufficient licensed EMTs to operate the proposed ambulance service in conformance to the requirements of s. 146.50, Stats., and this chapter;

2. All ambulances to be operated under the license have been inspected by the Wisconsin department of transportation within the preceding 12 months and meet the requirements of ch. Trans 309; and

3. Insurance coverage required by s. 146.50(6)(c)(intro.), Stats., is in force;

(c) Agree in writing to comply with the operational requirements under sub. (3);

(d) If applying for renewal of a license, submit the information required under sub. (4)(a) 3; and

(e) Provide any additional information requested by the department during its review of the application.

(2) DEPARTMENT RESPONSIBILITY. (a) Prior to issuing an initial ambulance service provider license or renewing an ambulance service provider

license, the department shall determine that the applicant meets the standards set forth in s. 146.50, Stats., and this chapter and, as applicable, s. 146.55, Stats., and chs. HSS 111 and 112.

(b) Within 90 days after receiving a complete application for an ambulance service provider license, the department shall either approve the application and issue the license or deny the application. If the application for a license is denied, the department shall give the applicant reasons, in writing, for the denial. In this paragraph, "complete application" means a completed application form and the documentation necessary to establish that the requirements of sub. (1)(b) to (e) are met.

(3) OPERATIONAL REQUIREMENTS. An ambulance service provider shall meet each of the following operational requirements:

(a) When a patient is being transported, the ambulance service provider shall:

1. Ensure that the ambulance is staffed with a minimum of:
 - a. Two licensed EMTs-basic;
 - b. A licensed EMT-basic and an individual with an EMT-basic training permit; or
 - c. Either a licensed EMT-basic or an individual with an EMT-basic training permit and a registered nurse, physician's assistant or physician who has a minimum of 6 months experience in prehospital or hospital emergency medical care; and

2. Ensure that an individual with an EMT-basic license or a registered nurse, physician's assistant or physician with a minimum of 6 months experience in prehospital or hospital emergency medical care is in the patient compartment with the patient at all times during the transportation of the patient;

(b) The ambulance service provider shall require the completion of a written report on a form prescribed or approved by the department at the completion of each ambulance run. The report shall include patient identifying information, response time, identification of ambulance staff, medical problem, mental state, symptoms, treatment and destination;

(c) When installing communications equipment in ambulances, the ambulance service provider shall comply with the specifications and standards of the Wisconsin statewide emergency medical services communications system. All ambulances shall have direct radio contact with a hospital emergency department on the designated ambulance-to-hospital frequency. Adequate EMT-paramedic communications, as required in s. HSS 112.07(2)(o), meets this requirement for direct radio contact with a hospital emergency department;

Note: The referenced specifications and standards are found in the Wisconsin Emergency Medical Services Communication/Telemetry Standards and

Guidelines, a copy of which may be obtained without charge from the EMS Section, Division of Health, P.O. Box 309, Madison WI 53701-0309.

(d) The ambulance service provider shall ensure that 24-hour-per-day, 7-day-per-week emergency ambulance response is available to the service area covered by the ambulance service; and

(e) If required by s. 146.50(6)(c)(intro.), Stats., the ambulance service provider shall provide and maintain insurance coverage sufficient to protect EMTs in the performance of their duties.

(4) LICENSE RENEWAL. (a) 1. An ambulance service provider license shall remain in effect until the beginning of the next biennial licensing period, unless suspended or revoked.

2. The department shall send an application for biennial renewal of an ambulance service provider license to the last address shown for the licensee in the department's records. Failure to receive notification does not relieve the licensee of the responsibility to maintain a current license.

3. For renewal of a license, an ambulance service provider shall submit to the department, in addition to the information specified in sub. (1), the following:

a. A financial report, on a form provided by the department, of all expenditures made in the 2 previous fiscal years from all funds provided to the ambulance service provider under s. 146.55(4), Stats.;

b. Certification, on a form provided by the department, signed by a representative of the ambulance service provider and the clerk of each county, city, town or village served by the ambulance service provider, of the population and boundaries of the ambulance service provider's primary service area in that county, city, town or village; and

c. An updated roster of individuals holding EMT-basic licenses and training permits affiliated with the ambulance service provider.

(b) The department shall, from the information provided on the certification form submitted under par. (a)3 b, establish in each ambulance service provider's biennial license file the primary service or contract area of the ambulance service provider.

Note: Copies of the form required to apply for issuance or renewal of an ambulance service provider license, the form for reporting on an ambulance run, the financial report form and the form for certifying the ambulance service provider's service area population and boundaries are available without charge from the EMS Section, Division of Health, P.O. Box 309, Madison, WI 53701-0309.

HSS 110.05 LICENSING OF EMTS-BASIC. (1) APPLICATION. An individual requesting a license to act as an EMT-basic shall:

- (a) Apply on a form provided by the department;
- (b) Be at least 18 years of age;
- (c) Subject to ss. 111.321, 111.322 and 111.335, Stats., not have an arrest or conviction record;
- (d) Present documentation of successful completion of EMT-basic training taken within 24 months prior to application or proof of current national registry of EMTs registration;
- (e) Present documentation of successful completion of a department-approved written and practical skills examination; and
- (f) Provide any additional information requested by the department during its review of the application.

(2) ACTION BY THE DEPARTMENT. Within 90 days after receiving a complete application for an EMT-basic license under sub.(1), the department shall either approve the application and issue the license or deny the application. If the application for a license is denied, the department shall give the applicant reasons, in writing, for the denial. In this section, "complete application" means a completed application form and documentation that the requirements of sub.(1)(b) to (f) are met.

(3) EXAMINATION. (a) An examination for an EMT-basic license shall consist of written and practical skills portions.

(b) An individual who fails to pass the written examination after 3 attempts may not participate in another examination until having presented to the department satisfactory documentation of successful completion of at least EMT-basic refresher training following the third failure.

(4) RENEWAL OF A LICENSE. (a) Notice of renewal. The department shall send an application for biennial renewal of a license to the last address shown for the licensee in the department's records. Failure to receive notification does not relieve the licensee of the responsibility to maintain a current license.

(b) Requirements for renewal. To renew an EMT-basic license, a licensee shall, by June 30 of the even-numbered year following initial licensing and every 2 years thereafter, file with the department:

1. An application for renewal on a form prescribed by the department;
2. Documentation of current certification at the American heart association basic cardiac life support course C level or the American red cross cardiopulmonary resuscitation for the professional rescuer level;
3. Documentation that the licensee has, during the biennial period immediately preceding application, successfully completed EMT-basic refresher training. If an EMT-basic is required to be licensed in 2 states in order to

function as an EMT-basic, refresher training received to meet the requirements of the other state may be accepted by the department if the training meets at least the minimum requirements for license renewal under this chapter; and

4. Documentation that the licensee meets any additional eligibility requirements for being licensed specified in s. 146.50, Stats., or this chapter.

(c) Failure to submit materials by license expiration date. A licensee who fails to submit the materials described in sub. (1) and par. (b) by the renewal date may not represent himself or herself as, function as or perform the duties of a licensed EMT-basic after the date of license expiration.

(d) Late renewal. 1. During the first year following license expiration, a license shall be renewed if the licensee files with the department:

a. An application for renewal on a form prescribed by the department;

b. An affidavit signed by the licensee that the licensee has not acted as an EMT-basic during the period in which the license was expired. If the licensee claims with a Wisconsin licensed ambulance service provider, the affiliation also include the provider's signature;

c. Documentation of current certification at the American heart association basic cardiac life support course C level or the American red cross cardiopulmonary resuscitation for the professional rescuer level;

d. Documentation that the licensee has, within the 24 months immediately preceding application, successfully completed EMT-basic refresher training; and

e. Documentation that the licensee meets any additional eligibility requirements for being licensed specified in s. 146.50, Stats., or this chapter.

2. Granting of late renewal under this paragraph does not exempt the licensee from the responsibility to complete EMT-basic refresher training within the biennial period for which the renewal license is issued in order to qualify for renewal on the next renewal date.

(e) Reinstatement of lapsed license. 1. A license which has been expired for more than one year but less than 4 years shall be reinstated if the applicant files with the department:

a. A reinstatement application on a form prescribed by the department;

b. An affidavit signed by the applicant that the applicant has not acted as an EMT-basic during the period in which the license was expired. If the applicant claims an affiliation with a Wisconsin licensed ambulance service provider, the affidavit shall also include the provider's signature.

c. Documentation of current certification at the American heart association basic cardiac life support course C level or the American red cross cardiopulmonary resuscitation for the professional rescuer level;

d. Documentation that the applicant has, within the 24 months immediately preceding application, successfully completed EMT-basic refresher training;

e. Documentation that the applicant has successfully completed a written and practical skills examination approved by the department following successful completion of the EMT-basic refresher training required under subpar. d; and

f. Documentation that the applicant meets any additional eligibility requirements for a license specified in s. 146.50, Stats., or this chapter.

2. Being granted reinstatement of a license under this paragraph does not exempt the licensee from the responsibility to complete EMT-basic refresher training within the biennial licensing period for which the reinstated license is issued in order to qualify for renewal on the next renewal date.

3. A license which has been expired for more than 4 years may be reinstated only if the applicant has successfully completed the training and examination requirements for the initial EMT-basic license within the 24 months immediately preceding application for reinstatement.

(f) EMT-basic refresher training approval. EMT-basic refresher training shall be approved by the department under s. HSS 110.07(2). To be approved by the department, EMT-basic refresher training shall meet the following criteria:

1. The course shall be offered by a certified training center;

2. The course shall include the knowledge and skills objectives contained in the U.S. department of transportation/national highway traffic safety administration's national standard curriculum for refresher training of EMTs-ambulance [EMTs-basic], September 1988, as approved by the department;

3. Each session of the course shall be directly supervised by an EMT-basic course instructor-coordinator certified by the department under s. HSS 110.07(1)(d)5;

4. The course shall be medically directed by a physician;

5. The course shall contain at least 30 hours of classroom instruction, excluding the time required for certification or recertification in cardiopulmonary resuscitation;

6. Successful completion of the course shall require successful completion of a comprehensive final written and practical skills examination

approved by the department and administered by the certified instructor-coordinator as part of the course; and

7. The certified training center shall meet any procedural requirements for approval of the course that the department may impose.

Note: The U.S. Department of Transportation National Highway Traffic Safety Administration's national standard curriculum for refresher training of EMTs-ambulance [EMTs-basic] may be consulted at the offices of the Department's Bureau of Environmental Health or at the Secretary of State's Office or the Revisor of Statutes Bureau. The curriculum may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402-9325.

(g) Special consideration for licensees receiving initial licenses less than 12 months prior to an expiration date. A licensee who received his or her initial license to act as an EMT-basic less than 12 months prior to the license expiration date shall be issued a single renewal license on that date without completing EMT-basic refresher training, provided the licensee is otherwise qualified for license renewal.

(h) Completion of emergency medical technician training. A licensee who submits evidence of successful completion, within the 24 months immediately preceding application, of an EMT-basic, EMT-intermediate or EMT-paramedic training course, including the knowledge and skills objectives of the national standard curriculum for training EMTs-basic, the national standard curriculum for training EMTs-intermediate, as defined in s. HSS 111.03(14), or the national standard curriculum for training EMTs-paramedic, as defined in s. HSS 112.03(16), as approved by the department, shall be considered to have met the requirement of par. (b)3.

Note: Copies of the form required to apply for issuance or renewal of an EMT-basic license are available without charge from the EMS Section, Division of Health, P.O. Box 309, Madison, WI 53701-0309.

HSS 110.06 EMT-BASIC TRAINING PERMITS. (1) APPLICATION. An individual requesting an EMT-basic training permit or renewal of an EMT-basic training permit shall:

- (a) Apply on a form provided by the department;
- (b) Be at least 18 years of age;
- (c) Subject to ss. 111.321, 111.322 and 111.335, Stats., not have an arrest or conviction record;
- (d) Present documentation of previous emergency care training as required in sub. (2);
- (e) Present documentation of employment by a licensed ambulance service provider, consisting of the signature of the responsible party for the

licensed ambulance service provider on the training permit application form; and

(f) Provide any additional information requested by the department during its review of the application.

(2) REQUIRED TRAINING. An applicant for an EMT-basic training permit shall provide documentation of current certification at the American heart association basic cardiac life support course C level or the American red cross cardiopulmonary resuscitation for the professional rescuer level, and one of the following:

(a) Current certification in standard first aid by the American red cross or an equivalent first aid training program acceptable to the department;

(b) Written evidence of the successful completion of the first 10 lessons of a department-approved EMT-basic training course; or

(c) Written evidence of a current EMT license issued by another state.

(3) ACTION BY THE DEPARTMENT. Within 60 days after receiving a complete application for an EMT-basic training permit under sub. (1), the department shall either approve the application and issue the permit or deny the application. If the application for a permit is denied, the department shall give the applicant reasons, in writing, for the denial. In this subsection, "complete application" means a completed application form and documentation that the requirements of sub. (1)(b) to (f) are met.

(4) RESTRICTIONS. (a) An individual holding an EMT-basic training permit may work only with a licensed EMT-basic.

(b) An individual holding an EMT-basic training permit is not considered a licensed individual under s. HSS 110.04(3)(a).

(c) An individual holding an EMT-basic training permit may perform any of the actions authorized for an EMT-basic for which he or she has been trained, except defibrillation, but only if a licensed EMT-basic directly supervises the permit holder.

(5) DURATION OF PERMIT. (a) An EMT-basic training permit shall be issued for the duration of the biennial licensing period. The EMT-basic training permit may be renewed only if the holder has held the permit for less than 24 months and continues to meet all requirements set forth in this section, and makes application for renewal on a form provided by the department.

(b) An EMT-basic training permit shall expire after 24 months in force and may not be further extended or renewed.

Note: Copies of the form required to apply for issuance or renewal of an EMT-basic license are available without charge from the EMS Section, Division of Health, P.O. Box 309, Madison, WI 53701-0309.

HSS 110.07 EMT-BASIC TRAINING (1) TRAINING CENTER APPROVAL. (a) EMT-basic training and EMT-basic refresher training under s. HSS 110.05 (4)(f) shall be provided by training centers certified by the department under this subsection.

(b) Any Wisconsin vocational, technical and adult education college, other public or private school or college, hospital or other organization may apply to the department for certification to provide EMT-basic courses.

(c) An application from a VTAE college for training center certification shall be jointly reviewed by the department and the Wisconsin board of vocational, technical and adult education.

(d) Application for certification shall be made by letter addressed to the department which shall include or have attached the following:

1. Documentation of the need for training center certification;
2. A description of the capabilities of the training center to do training of EMTs in the provision of emergency medical care in prehospital settings. The training shall include training in the following areas:
 - a. Introduction to emergency care;
 - b. Patient assessment skills;
 - c. Anatomy and physiology;
 - d. Cardiopulmonary resuscitation for the basic life support provider;
 - e. Bleeding and shock;
 - f. Use of pneumatic antishock garment;
 - g. Soft tissue injuries;
 - h. Fractures and dislocations;
 - i. Medical emergencies;
 - j. Emergency childbirth;
 - k. Burns and hazardous materials;
 - l. Environmental emergencies;
 - m. Psychological aspects of emergency care;

- n. Lifting and movement of patients;
- o. Principles of extrication;
- p. Ambulance service operations; and
- q. In-house clinical observation and practice;

3. A signed commitment to provide EMT-basic training in accordance with the national standard curriculum for training EMTs-basic, and to comply with relevant requirements of s. 146.50 and this chapter;

4. Identification and qualifications of the Wisconsin licensed physician who will function as medical director of the training center with responsibility for overall medical quality of the EMT-basic training program. The medical director shall have emergency medical experience and shall assist instructors in recruiting physician lecturers, settle questions of medical protocol and serve as a liaison between the training center and the medical community. Materials shall include:

a. Endorsement of the training center medical director by the training center and, if different, by the program medical director;

b. A signed commitment by the training center medical director to accept the responsibilities of serving as medical director; and

c. A copy of the training center medical director's resume; and

5. Identification and qualifications of the person who will function as instructor-coordinator of the EMT-basic training with specification of that person's responsibilities. The instructor-coordinator shall:

a. Be currently certified as a basic level EMT by the national registry of emergency medical technicians;

b. Be currently certified as a cardiopulmonary resuscitation (CPR) instructor by the American heart association or the American red cross;

c. Successfully complete an EMS instructor-coordinator orientation workshop conducted by the department and the Wisconsin board of vocational, technical and adult education; and

d. Have overall responsibility for day-to-day coordination and administration of all aspects of the training course.

Note: An application for certification of an EMT-basic training center should be sent to the EMS Section, Division of Health, P.O. Box 309, Madison, WI 53701-0309.

(e) Within 90 days after receiving a complete application for certification of an EMT-basic training center, the department shall either approve the application and issue the certification or deny the application.

If the application is denied, the department shall give the applicant reasons, in writing, for the denial.

(f) Approval of the proposed training center by the department shall be a prerequisite to the initiation of EMT-basic training and EMT-basic refresher training.

(2) TRAINING COURSE APPROVAL. (a) Each EMT-basic training course and each EMT-basic refresher training course offered by a training center certified under sub. (1) shall be approved by the department under this subsection.

(b) A proposed course offered by a VTAE college which is certified under sub. (1) shall be jointly reviewed by the department and the Wisconsin board of vocational, technical and adult education under this subsection.

(c) Application for course approval shall be made by submitting to the department either a copy of the course curriculum or a statement that the national standard curriculum for training EMTs-basic will be used and identification of the number of hours devoted to classroom training, clinical training and supervised in-hospital clinical experience. If a copy of the course curriculum is submitted it shall include:

1. A statement of course goals and objectives;
2. A statement of the specific knowledge and behavioral objectives to be utilized in instruction and evaluation in each lesson;
3. Description of the course schedule and lesson scope, subject matter content and time allocations to be utilized by the training center;
4. Description of the instructional methods and materials, equipment and instructor personnel to be used in each lesson;
5. Description of the in-hospital clinical observation and training to be provided to the student;
6. Identification of the normal class size to be taught and student selection procedures to be used;
7. Identification of the student text, workbooks, handouts and evaluation instruments to be used; and
8. Identification and description of the methods to be used to evaluate student performance and establish successful completion of the course.

Note: The materials that comprise an application for EMT-basic training course approval or EMT-basic refresher training course approval should be sent to the EMS Section, Division of Health, P.O. Box 309, Madison, WI 53701-0309.

(d) Within 90 days after receiving a complete application for approval of an EMT-basic or EMT-refresher training course, the department shall either approve the application and issue the certification or deny the application. If the application is denied, the department shall give the applicant reasons, in writing, for the denial.

(e) Approval of the proposed course by the department shall be a prerequisite to the initiation of EMT-basic or EMT-refresher training. Approval of the training course shall include approval of curriculum, procedures, administrative details and guidelines necessary to ensure a standardized program.

(3) TRAINING COURSE CONTENT AND HOURS. (a) The national standard curriculum for training EMTs-basic shall be used for a training course. Any deviation from the curriculum shall be submitted separately and approved by the department prior to its use in the course.

(b) An EMT-basic training course shall have a minimum of 110 hours of instruction and may not exceed 120 hours of mandatory attendance. The required hours shall include a minimum of 10 hours of in-hospital observation and practice.

(c) Handouts and checklists used shall be consistent with knowledge and skills standards of the national standard curriculum and the Wisconsin Standards and Procedures of Practical Skills Manual.

Note: Training centers may obtain copies of the Wisconsin Standards and Procedures of Practical Skills Manual from the EMS Section, Division of Health, P.O. Box 309, Madison, WI 53701-0309.

HSS 110.08 DENIALS AND SANCTIONS. (1) LICENSE, PERMIT OR CERTIFICATION DENIAL, NONRENEWAL, SUSPENSION OR REVOCATION, OR REPRIMAND OF LICENSEE, PERMIT HOLDER OR CERTIFIED TRAINING CENTER. The department may deny, refuse to renew, suspend or revoke an ambulance service provider or EMT-basic license, an EMT-basic training permit or a training center certification or reprimand a licensee, permit holder or certified center after providing the applicant, ambulance service provider, EMT-basic licensee, EMT training permit holder or certified center with prior written notice of the proposed action and written notice of opportunity for a hearing if the department finds that:

(a) The applicant, licensee, permit holder or certified center does not meet the eligibility requirements established in s. 146.50, Stats., or this chapter;

(b) The license, permit or certification was obtained through error or fraud;

(c) The licensee or permit holder violated any provision of s. 146.50, Stats., or this chapter;

(d) The licensee or permit holder has permitted, aided or abetted the commission of any unlawful act;

(e) The licensee or permit holder has engaged in conduct dangerous or detrimental to the health or safety of a patient or to members of the general public while operating or performing under the scope of the license or permit;

(f) As an EMT-basic licensee or permit holder, the individual has failed to maintain certification at the American heart association basic cardiac life support course C level or the American red cross cardiopulmonary resuscitation for the professional rescuer level, and acted as an EMT;

(g) As an ambulance service provider, the licensee has failed to provide or maintain, when required, insurance coverage sufficient to protect EMTs in the performance of their duties for the ambulance service provider; or

(h) As a certified training center, the center has failed to adhere to the requirements under ss. HSS 110.05(3)(f) and 110.07.

(2) EMERGENCY SUSPENSION OF LICENSE OR PERMIT. (a) The department may summarily suspend an ambulance service provider license, EMT-basic license, EMT-basic training permit or training center certification when the department has probable cause to believe that the licensee, permit holder or training center has violated the provisions of s. 146.50, Stats., or this chapter and that it is necessary to suspend the license or permit immediately without advance written notice, to protect the public health, safety or welfare.

(b) Written notice of the suspension and of the right to request a hearing shall be sent to the licensee, permit holder or certified center within 48 hours after the suspension takes place. If the licensee, permit holder or certified center desires a hearing, a request for hearing shall be submitted in writing to and received by the department's office of administrative hearings within 30 days after the date of the notice of suspension. The office of administrative hearings shall schedule the hearing no later than 15 days after receiving the request for hearing unless both parties agree to a later date and shall provide at least 10 days prior notification of the date, time and place for the hearing. The hearing examiner shall issue a proposed or final decision within 10 days after the hearing. The suspension of the license or permit shall remain in effect until a final decision is rendered.

Note. The mailing address of the Office of Administrative Hearings is P.O. Box 7875, Madison, WI 53707.

(3) COMPLAINTS. The department may, upon receipt of a complaint or on its own volition, investigate alleged violations of s. 146.50, Stats., or this chapter.

(4) APPEAL. In the event that the department denies, refuses to renew, suspends under sub.(1) or revokes an ambulance service provider license, an EMT-basic license or training permit or a training center certification, or reprimands a licensee, permit holder or certified center, the applicant, licensee, permit holder or certified center may request a hearing under s. 227.42, Stats. The request for a hearing shall be submitted in writing to and

received by the department's office of administrative hearings within 30 days after the date of the notice required under sub. (1).

Note: The mailing address of the Office of Administrative Hearings is P.O. Box 7875, Madison, WI 53707.

HSS 110.09 WAIVERS. The department may waive any nonstatutory requirement under this chapter, upon written request, if the department finds that it is demonstrated that strict enforcement of the requirement will create an unreasonable hardship in meeting the emergency medical service needs of an area and that waiver of the requirement will not adversely affect the health, safety or welfare of patients or the general public.

The repeal and rules contained in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register as provided in s. 227.22(2), Stats.

Wisconsin Department of Health and
Social Services

Dated: December 12, 1990

By: Patricia A. Goodrich
Patricia A. Goodrich, Secretary

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