

Wyoming Office of EMS Online EMS Licensure



The portal web address is:

www.wyemsllicense.com.

Current Wyoming certified providers complete this section only.

To log in and create an account, go to the Public Portal website and follow these steps.

1. Click the “Create Account” button.
2. Fill in your demographic information. A unique email address is required for each individual. (Free emails are available through Gmail, Hotmail, etc.)
3. Click the “Save” button.
4. You will receive an email with your initial password.
5. After you receive this password, login with the user name you created and the initial password. You will then be prompted to change your password.

Once you have created your account you will have the option to update your demographic information, apply for licensure, change information, affiliate with additional services, or change levels of licensure.

Accessing Provider Applications

Once logged in to the portal, click on the “Applications” text on the left menu bar. This will bring up the available applications for providers.

Initial Applications

To file an Initial Application click on “Apply Now” on the Initial Application line (green arrow figure 3). When the application opens the applicant will view the “Information Page” and the “Fingerprint Page”. They can then begin the “Initial Application”. After submitting a completed application a request for authorization will be emailed to the appropriate service representative and Medical Director.

Level Change

If a currently licensed provider chooses to downgrade to a lower level or completes a course of study for a higher level of licensure, they would complete the “Level Change” form (yellow arrow figure 3). For example an EMR who completes an EMT class and wants to be licensed as an EMT would use this form. Also a paramedic who wants to drop back to an EMT level would use this form.

Change of Information

Through this form a provider can update their demographic information. This form should be used for name changes, errors in dates of birth, or address changes (red arrow figure 3).

Additional Information

Service—By selecting Service, you can see the services that you are affiliated with (blue arrow figure 4).
Lookup—By selecting this feature, you can search for information on services or for verification of licensure of providers (green arrow figure 4).

Additional Affiliations

An “Additional Affiliations” form is used to affiliate with additional agencies after an initial application has been submitted. To access this form click “Apply Now” next to the Additional Affiliations text (blue arrow figure 3). After the form is completed a request for authorization will be emailed to the appropriate service representative and Medical Director.

Service Information

There are also forms and applications available for services:

- Business License Renewals
 - Stations / Base Information
 - Ground and Air Ambulance Vehicle Permits
- For more information on service related activities please contact the Office of EMS.

For additional information or for questions or help please feel free to contact me.

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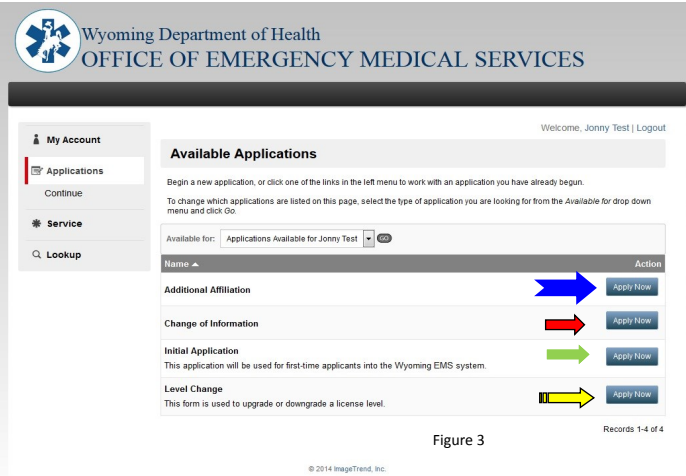


Figure 3



Figure 4