

# Commercial Electrical Inspector Certification



**Your application will not be processed or will be delayed unless you:**

- 1. Complete the application including signing and dating the first page.
- 2. Write in your social security number.
- 3. Attach the specified documents listed on this application.
- 4. Attach the specified fee listed on this application.
- 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

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Applicant's Signature Date (mo/day/yr)

**Send application and payment to:** DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.  
**Overnight mail delivery and office location:** DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703  
**All other correspondence:** DSPS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-261-8467. TTY: Contact through Relay or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov).

**Reason for Credential:** Pursuant s. 101.88 (2), Stats., no person may conduct the inspection of electrical installations in public buildings and places of employment for the purpose of administering and enforcing ch. Comm 16 unless the person holds a credential issued by the department as a certified commercial electrical inspector. A person holding a commercial electrical inspector certification can inspect one- and two-family dwellings.

**Requirements of Credential:** A person who inspects electrical construction work as a certified commercial electrical inspector shall:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection report to the property owner or his or her agent; and
- Make available to the department upon request his or her inspection records.
- A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.



For each semester in a school of electrical engineering or an electrical-related program, specify the beginning and ending date of the semester, record 500 hours of experience, write the name of the school, and **Attach** a copy of the official transcripts from the school to this form. No experience hours should be recorded if official transcripts are unavailable.

Time Period		Experience Hours	Name of School
Began Month/Yr	Ended Month/Yr		

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover SPS 305 and SPS 316, Wisconsin Administrative Code; and the 2008 National Electrical Code (NEC). Copies of current Wisconsin Administrative Codes may be obtained from Document Sales, 608-266-3358 or 800-362-7253. Copies of current National Electrical Codes may be purchased from the National Fire Protection Association, 800-344-3555.

When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date. Current code development projects can be viewed here: <http://dsps.wi.gov/SB/SB-CodeDevelopment.html>

**To Schedule a 2012 exam:**

- Choose a **city** and **time** and put a check mark behind the date you would like to take the exam.
- Indicate **FIRST CHOICE (1)** and **SECOND CHOICE (2)** in the event one exam site is filled.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen**. Keep a copy of this application for your records. You are only allowed to schedule one exam session at a time for each credential type. Applications sent in for multiple exam sites into the future will be denied and a refund will not be issued.
- You will receive a letter from DSPS when division staff processes your exam request.
- If you need special accommodations, please contact us at (608) 261-8467 or [DSPPSBCredentialing@wi.gov](mailto:DSPPSBCredentialing@wi.gov)

Select one: AM (Starts at 8 a.m.)  **or** PM (Starts at 1 p.m.)

**Pewaukee (2012) – WCTC Education Center, 800 Main St, Pewaukee, WI 53072**

May 23  June 20  July 25  August 22  September 26  October 24  November 28  December 19

**Eau Claire (2012) – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701**

June 12  August 14  October 9  December 11

**Green Bay (2012) – Hyatt on Main (formerly Hotel Sierra) 333 Main St, Green Bay, WI 54301**

July 17

**Appleton (2012) – Fox Valley Technical College, 1825 North Bluemound Dr, Appleton 54914**

September 11  November 6

**Method 2 – Proof of Current Licensure**

The fee for applying for the credential using method 2 is as specified in the following table:

Month Application is Mailed	Fee	Month Application is Mailed	Fee	Month Application is Mailed	Fee
January	\$50.02	May	\$46.70	September	\$53.34
February	\$49.19	June	\$45.87	October	\$52.51
March	\$48.36	July	\$55.00	November	\$51.68
April	\$47.53	August	\$54.17	December	\$50.85

Record the amount of the fee you will be sending in the box below:

**Fee Submitted (nonrefundable):**  class code 7631

Make checks payable to: State of WI – DSPS.  
 The credential will be effective for four years from June 30<sup>th</sup>.

**ATTACH** to this form a copy of current certification as a:  
 Master electrician issued under SPS 305.43; or  
 Commercial Electrical Inspector certification issued by the International Code Council; or  
 Master Electrical Inspector certification issued under the International Association of Electrical Inspectors