

Master Plumber License

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 per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	
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:	

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.

Reason for Credential: Except as provided under s. 145.06 (4) Stats., and pursuant to s. 145.06, Stats., no person may install plumbing unless the person holds a credential issued by the department as a licensed master plumber, licensed master plumber-restricted, licensed journeyman plumber, licensed journeyman plumber-restricted, registered plumbing apprentice, registered plumbing learner-restricted, registered utility contractor or registered pipe layer.

Requirements of Credential: A person who as a licensed master plumber is responsible for the installation or modification of plumbing shall utilize the appropriate credentialed persons to install or modify plumbing. 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. A business engaged in the installation of plumbing that utilizes plumbing learners shall maintain a ratio of at least one journeyman plumber or journeyman plumber-restricted for each plumbing learner. For this purpose, a master plumber or master plumber-restricted may act as a journeyman plumber or journeyman plumber-restricted, respectively.

For any construction or installation that requires a uniform building permit under SPS 320.08, persons, entities, or businesses which hold SPS 305 licenses, certifications, or registrations may not commence construction or installation until a permit is issued.

A person holding a master plumber license may apply without examination for Commercial Plumbing Inspector certification.

A person holding a master plumber license may apply without examination for POWTS Inspector certification.

Education Hours Required to Renew: The renewal of a license as a master plumber shall be contingent upon the master plumber obtaining at least 24 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a master plumber may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

Applying for Master Plumber License

A person may obtain a credential as a licensed master plumber by one of the following methods:

- Method 1 Completing the necessary hours of experience or have an engineering degree, and taking and passing the master plumber license examination.

- Method 2 Submitting evidence that the person possesses a master plumber license-retiree.

- Method 3 A person who held a master plumber license but exchanged it for a journeyman plumber license may, upon application to the department, exchange his or her journeyman plumber license, for a master plumber license. If the exchange is made at the time of renewal a credential fee of \$500 for the master plumber license shall be submitted.

Special Processing Note: If you hold a current license from another state, or under the ordinances of any city, town or village, you must first complete a petition for variance in accord with SPS 305.90(4)(c) and (d), Wisconsin Administrative Code. Upon successful completion of the variance process, complete the examination application as specified in Method 1 and provide a copy of the petition approval correspondence.

A petition application and information on the petition process may be obtained from the Safety and Buildings Plan Entry Unit, 608-261-8491. The Application for Credentialing Petition for Variance (form SBD-9890SPS305) can also be found on S&B’s WebSite, <http://dsps.wi.gov/sb/docs/SB-FormPetition9890Comm5.doc>

Method 1 - Experience or Degree and Examination

Application and Exam Fee (nonrefundable): \$50.00 class code 7630

Make checks payable to: State of WI – DSPS. The fee consists of a \$20 application fee and an exam fee of \$30. When the exam is passed, the applicant will be asked to pay a \$500 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 4 years from March 31. If the two parts are not scheduled for the same day, an additional exam fee of \$30 will apply for the second session.

Qualifications for Examination: A person applying for the exam shall have one of the following qualifications:

- At least 1,000 hours of experience per year for at least three years as a licensed Wisconsin journeyman plumber.
- Graduated from an accredited engineering university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to plumbing.

If the experience you gained spanned more than 12 months use a separate row for each 12-month period. In the Time-period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be completed on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours performed in plumbing. If the person signing is not the master plumber who supervised your work, attach a letter of explanation and have the master who is in charge on the premises sign below.

Time-Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Wisconsin State License Number	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr					

Attach a copy of the official transcripts from the school to this form if satisfying the requirements because of a degree in engineering. You do not have to record experience obtained if you hold an acceptable engineering degree.

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover Chapter 145, Wisconsin Statutes; and SPS 305 and SPS 382-387, Wisconsin Administrative Code; NFPA 13D-2002. The exam is open code book. Copies of current Wisconsin Administrative Code and Chapter 145 may be obtained from Document Sales, 608-266-3358 or 800-362-7253. The NFPA standards 13 (2002 edition) of the National Fire Protection Association may be ordered from the National Fire Protection Association, 800-344-3555. You will need knowledge of the component manuals for the various POWTS. You can bring the manuals to the exam site. The manuals are free online, http://dsps.wi.gov/php/sb-ppalopp/prodcode_result.php/POWTSM/POWTS_COMPONENT_MANUAL. They can also be purchased from Document Sales, 608-266-3358 or 800-362-7253. The publication titles and numbers are as follows:

Manual #	Document Title
SBD-10855-P	Holding Tank Version 2.0
SBD- 10854-P	At-Grade Version 2.0
SBD-10656-P	Split Bed Recirculating Sand Filter System
SBD-10595-P	Single Pass Sand Filter
SBD-10628-P	Recirculating Sand Filter
SBD-10657-P	Drip-Line Effluent Dispersal
SBD-10705-P	In-Ground Soil Absorption
SBD-10691-P	Mound
SBD-10706-P	Pressure Distribution

Additional training materials relating to this credential are available and may also be ordered through Document Sales, (608)266-3358 or (800)362-7253. Caution: The documents are intended to be training guides and may not match the current code.

SBD-8536-P	Cross Connection Control Manual
SBD-8869-P	Drain and Vent System Design
SBD-8036-P	Sizing the Water Supply System
SBD-9138-P	Wisconsin Water Treatment Handbook
SBD-10089-P	Wisconsin POWTS Inspector Handbook
SBD-9046-P	Soil & Site Evaluation Handbook
SBD-10810-P	Multipurpose Piping Systems Design Manual

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 DSPSSBCredentialing@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

Method 2 - Possession of a Master Plumber License-Retiree

If you currently have a Master Plumber License- Retiree and wish to reinstate your Master Plumber License, you will need to contact the credentialing unit at 608-261-8467 or madisoncred@commerce.state.wi.us for instructions. Note: Retiree licenses have been discontinued and once turned in will not be reissued.

Method 3 - Possession of a Journeyman Plumber License which had been Exchanged for a Master Plumber License

The fee for applying for the credential using method 3 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$406.25	May	\$489.58	September	\$447.92
February	\$395.83	June	\$479.17	October	\$437.50
March	\$385.42	July	\$468.75	November	\$427.08
April	\$500.00	August	\$458.33	December	\$416.67

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

Fee Submitted (nonrefundable): class code 7630

Make checks payable to: State of WI – DSPS. The fee consists of a prorated \$500 license fee. The license will be effective for four years from March 31st. **Attach** the original of your old master plumber license. You must have completed the necessary hours of continuing education.