

## Subject matter for Dwelling Contractor Qualifier (DCQ) courses

There are two types of education courses associated with the Dwelling Contractor Qualifier (DCQ) certification. One type is the “Initial Training Course” that must be taken before applying for the DCQ and the other is “Continuing Education” required in order to renew the certification.

**12-Credit Hour Initial Training Course:** Initial training courses are provided by private companies, trade or business associations, tech schools, etc. The subject matter of these courses is partially defined by the law which mandates taking a course. A course’s subject matter must be approved by Safety and Buildings Division (S&B) staff before credit can be obtained for taking a course.

Acceptable subject matter for the initial training course is broken down into two areas:

1) Construction Laws / Construction Business Practices, and; 2) Construction Codes. At least one-third of the subject matter must cover topics in construction law / business practices and at least one-third in construction codes. The remaining one-third may be in either area.

**Examples of qualifying subject matter relating to construction laws and construction business practices:** Contract law; Wisconsin Home Improvement Trade Practices Code; Land use regulations; Licensure requirements; Lead and asbestos awareness; Occupational Safety and Health Administration requirements; Worker’s compensation; Unemployment compensation; Right to Cure Law; Tax requirements; Lien law; Manufacturers’ warranties and operating manuals; Construction waste disposal and recycling; Construction loans Error and omissions insurance; Liability insurance; Performance bonds; Apprenticeships.

**Note that general business courses, such as sales, marketing, worker performance, etc. will not be approved.** Examples of those general business courses might include: 1) How to Increase Your Market Share; or 2) Using Electronic Media to Improve Sales. Adding the word “construction” or similar to the title does not mean the course automatically becomes education relevant to the Dwelling Contractor Qualifier certification.

**Examples of qualifying subject matter relating to construction codes:**

- Applicable Wisconsin building codes;
- Applicable municipal building codes;
- UDC administrative and enforcement provisions;
- Erosion control – Department of Natural Resources / Department of Safety and Professional Services
- Stormwater management.

**Continuing Education:** A continuing education course also must be approved by S&B staff before a qualifier may receive credit for taking the course. The courses can cover a wider range of relevant topics. Acceptable subject matter for continuing education credits includes any of the topics listed above in either category plus the following: 1) Installation and use of specific building products, technologies or materials; 2) Business accounting and finance; and 3) Topics included on the Educational Course Approval Application form, .

The time-period for obtaining continuing education ends three months before the DCQ's expiration/renewal date in order to allow credits to be processed before renewal applications are sent out. Credits obtained in the three-month period before the renewal date are counted for the following renewal.

The course approval application is online, <http://dsps.wi.gov/SB/docs/SB-FormEdCourseApp9156.pdf>.

For more information on Dwelling Contractor Qualifier course approval, contact Tom Kasper, Section chief [tom.kasper@wi.gov](mailto:tom.kasper@wi.gov).

**Note on testing:** In accordance with SPS 305.315(2)(c)1, all courses for the 12-credit hour initial training must include one or more tests on the subject matter developed by the courses provider. Internet and correspondence courses, whether for 12-credit hour initial training or for continuing education, are required to provide a minimum number of questions per hour and require a 70-percent-correct score to pass.