

Automatic Fire Sprinkler Contractor 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.

Application and Exam Fee (nonrefundable): \$125.00 class code 7630

Make checks payable to: State of WI - DSPS. The fee consists of a \$25 application fee and an exam fee of \$100. When the exam is passed, the applicant will pay a \$2000 credential fee, 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 four years from June 30th.

Reason for Credential: Pursuant to ss. 145.15 (4), 145.165 and 145.175, Stats., no person may install, maintain or repair automatic fire sprinkler systems unless the persons holds a credential issued by the department as a licensed automatic fire sprinkler contractor, a licensed journeyman sprinkler fitter, a registered automatic fire sprinkler system apprentice, a registered automatic fire sprinkler contractor-maintenance, or a registered automatic fire sprinkler fitter-maintenance. No credential is required if a person is repairing, replacing or maintaining electrical supervisory devices for existing automatic fire sprinkler systems.

No person may conduct the annual inspection and testing of an existing automatic fire sprinkler system and components as required by Comm 14 unless the person holds a credential issued by the department as a licensed automatic fire sprinkler contractor, a licensed journeyman sprinkler fitter, a registered automatic fire sprinkler system apprentice, a registered automatic fire sprinkler contractor-maintenance, a registered automatic fire sprinkler fitter-maintenance or a registered automatic fire sprinkler system tester.

Requirements of Credential: Except for work performed on an automatic fire sprinkler system by a person who holds an automatic fire sprinkler contractor-maintenance registration, a person licensed as an automatic fire sprinkler contractor shall be responsible for each installation of an automatic fire sprinkler system. A person who installs, inspects, tests or maintains an automatic fire sprinkler

system as a licensed automatic fire sprinkler contractor shall utilize the appropriate credentialed persons to install, inspect, test or maintain automatic fire sprinkler systems. 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 any construction or installation that requires a uniform building permit under SPS 320.08, persons, entities, or businesses which hold licenses, certifications, or registrations as identified in SPS 305 may not commence construction or installation until a permit is issued.

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.

Qualifications for Examination: A person applying for an automatic fire sprinkler contractor license examination shall have one of the following qualifications associated with the design, installation and maintenance of automatic fire sprinkler systems:

- At least 1,000 hours of experience per year for at least 3 consecutive years as a licensed journeyman automatic fire sprinkler fitter.
- Graduated from an accredited four-year university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to automatic fire sprinklers.
- At least 1,000 hours of experience per year for at least seven years in automatic fire sprinkler design or installation. Each semester spent full-time in a school of civil or mechanical engineering or other accredited college, university, technical or vocational school in an automatic fire sprinkler-related program shall be considered equivalent to 500 hours of experience, with no more than 3,000 hours and three years of experience through education being credited toward the seven years of experience.
- A level III certification in fire protection/automatic fire sprinkler system layout from the national institute for certification in engineering technologies. Attach a copy of the certificate.

If the experience you gained spanned more than 12 consecutive 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 1,000 hours in the column even if you worked more than 1,000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be filled in 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 of work hours performed as a journeyman automatic fire sprinkler fitter or in the design or installation of systems.

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

For each semester in a school for civil engineering or mechanical engineering or other approved engineering curriculum related to automatic fire sprinklers, 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. This must be full-time schooling, not part time or evening classes.

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

Examination: In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover information contained in SPS 305 and 382.41; and NFPA standards 13 (2007 edition), 13R (2007 edition), 14, 15 (2007 editions), 20 (2007 edition), 22, and 25 (2008 edition) of the National Fire Protection Association; and Friction Loss Tables; 2009 IBC and SPS 361-365. The exam is open book. Copies of Wisconsin administrative codes may be obtained from Document Sales, 608-266-3358 or 800-362-7253. NFPA standards may be ordered from the National Fire Protection Association, 800-344-3555. When there is a change to Wisconsin codes, exams will cover the new codes one month after the effective date.

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

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

September 11 November 6

Education Hours Required to Renew: The renewal of a license as an automatic fire sprinkler contractor shall be contingent upon the person obtaining at least 24 hours of acceptable continuing education by March 31 of the year their credential expires. A person who holds a license as an automatic fire sprinkler contractor 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.

If you pass the exam to obtain this credential, you will not be required to take any continuing education prior to your first expiration date. You will be required to fulfill the continuing education requirements starting after you have renewed your credential for the first time. If you obtain this credential by any other method, you will be required to fulfill the continuing education requirements at least three months prior to your expiration date.