

Commercial Plumbing 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 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: A person who holds a credential issued by the department as a certified commercial plumbing inspector may conduct inspections of public buildings and places of employment for the purpose of administering and enforcing the Plumbing Code.

Requirements of Credential: A person who inspects public buildings and places of employment as a certified commercial plumbing inspector shall:

- Maintain a record of the inspections made including the date and the findings of the inspections;
- Provide a copy of the inspection report to the owner of the property 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.

Education Hours Required to Renew: The renewal of a credential as a certified commercial plumbing inspector shall be contingent upon the inspector obtaining at least 24 hours of acceptable continuing education. A person who holds a credential as a certified commercial plumbing inspector may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances.

Applying for Commercial Plumbing Inspector Credential

A person may obtain a credential as a certified commercial plumbing inspector by one of the following methods:

- Method 1 Taking and passing the commercial plumbing inspector examination.
Method 2 Having a current master plumber or journeyman plumber credential.

Method 1 - Examination

Application and Exam Fee (nonrefundable): \$40.00 class code 7630

Make checks payable to: State of WI – DSPS. The fee consists of a \$15.00 application fee and an exam fee of \$25.00. When the exam is passed, the applicant will be asked to pay a \$40.00 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 listed on the exam letter is received, will be effective for 4 years from June 30th.

Examination: In order to obtain the credential, the applicant must obtain a score of at least 70% on an examination. The exam will cover chapters SPS 305, Wisconsin Administrative Code; and SPS 381-387, Wisconsin Administrative Code. This exam is open book. Copies of Wisconsin Administrative Code books may be obtained from Document Sales, 608-266-3358 or 800-362-7253. 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>.

You will need to have a working knowledge of the component manuals for the various POWTS. You will need to bring these to the exam site. These can also be purchased through Document Sales, (608)266-3358 or (800)362-7253. The publication titles and numbers are as follows:

Form #	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

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

Method 2 - Holding a Master Plumber or Journeyman Plumber Credential

Attach a copy of your current master or journeyman plumbing license.

Fee Submitted (nonrefundable): \$ class code 7630

Make checks payable to: State of WI – DSPS (see table below). The credential will be effective for 4 years from June 30th.

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