

# HVAC Qualifier 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.**

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

**Application and Exam Fee (nonrefundable): \$40.00 class code 7642**

Make checks payable to: State of WI – DSPTS. The fee consists of a \$15 application fee and an exam fee of \$25. When the exam is passed, the applicant will be asked to pay a \$60 credential fee. The credential, which will be issued after the exam is passed and the credential fee paid, will be effective for 4 years from the date of issuance. A person holding an HVAC Qualifier certification may apply without examination for UDC-HVAC inspector certification.

**Reason for Credential:** Pursuant to s. 101.178 (3), Stats., an individual may obtain in accordance with this section an HVAC qualifier certification from the department relative to the business of installing or servicing heating, ventilating or air conditioning equipment. A person or entity who utilizes a person who holds an HVAC qualifier certification under this section shall be deemed to be certified and pursuant to s. 101.178 (3) (c), Stats., may not be required to obtain a local certification, license or other approval in order to engage in the business of installing or servicing heating, ventilating or air conditioning equipment. The scope of the required examination will include questions covering heat loss, code ventilation requirements, fuel-fired equipment, combustion air, appliance venting, sheet metal, boilers and piping, air conditioning and refrigeration, electric heat, wood heat, gas piping, equipment efficiencies and insulation.

**Requirements of Credential:** 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.

**Qualifications for Examination:** A person applying for an HVAC qualifier certification examination shall have completed:

- At least 1000 hours per year for at least four years of experience in supervising or performing the design, installation, servicing or maintenance of HVAC systems or equipment; or
- At least four years of attendance in a school of mechanical engineering or in an accredited college, university, or technical, vocational or apprenticeship school in an HVAC-related program; or
- Any combination of four years of experience recognized under par. (a) and education recognized under par. (b).

To demonstrate the requirements for qualifying to take the examination do one or more of the following:

- **ATTACH** a copy of the official transcripts from school if you claim to have attended a school of mechanical engineering or in an accredited college, university, or technical, vocational or apprenticeship school in an HVAC-related program.
- **FILL** in the following table relating your experience in supervising or performing the design, installation, servicing or maintenance of HVAC systems or equipment.

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

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12 month period. The time period does not have to be consecutive years from one row to the next. 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 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 for work hours performed in supervising or performing the design, installation, servicing or maintenance of HVAC systems or equipment.

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam is open book and will cover the:

1. Wisconsin Uniform Dwelling Code (UDC) (SPS 320-325) or the Boiler and Pressure Vessel Code (SPS 341); and the Wisconsin Mechanical Refrigeration Code (SPS 345). For a copy of the SPS codes call 1-800-DOC-SALE. The SPS code can also be viewed online or downloaded: <http://dsps.wi.gov/SB/SB-DivCodesListing.html>
2. Wisconsin Commercial Building Code consists of the 2009 IBC, IMC, IFGC, IECC and IEBC and the Wisconsin amendments to those codes (the amendments are in SPS 360-366). The international codes can be ordered via the Web: <http://www.iccsafe.org>.
3. 2005 SMACNA HVAC Duct Construction Standards Manual-Metal and Flexible. Call 414-543-7622.
4. 2009 National Fuel Gas Code (NFPA 54, only those parts dealing with gas piping and gas piping installations per SPS 365.0400). To order NFPA codes, call 1-800-344-3555.
5. 2005 American Society of Refrigeration, Air-Conditioning Engineers, Inc. (ASHRAE) Fundamentals. Copies of ASHRAE Fundamentals can be ordered through <http://resourcecenter.ashrae.org/store/ashrae> or email: [orders@ashrae.org](mailto:orders@ashrae.org).

## 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 [DSPPSSBCredentialing@wi.gov](mailto:DSPPSSBCredentialing@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