

# Master Plumber- Restricted Appliance 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.**

<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 [DspsSbCredentialing@wi.gov](mailto: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:** Pursuant to s. 145.14, Stats., the plumbing activities that may be undertaken by a person who holds a credential as a licensed master plumber-restricted appliance, licensed journeyman plumber-restricted appliance, or registered plumbing learner-restricted appliance shall be limited to the installation and modification of water heaters, water softeners, water treatment devices and other items in connection with an existing water supply system which do not require direct connection to the drain system. 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 person who, as a licensed master plumber-restricted appliance, is responsible for an installation or modification of plumbing shall utilize the appropriate credentialed persons to install or modify plumbing. 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.

**Education Hours Required to Renew:** The renewal of a license as a master plumber-restricted appliance shall be contingent upon the master plumber-restricted appliance obtaining at least 12 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-restricted appliance 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 a Master Plumber - Restricted Appliance License

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

- Method 1     Completing the necessary hours of experience and taking and passing the master plumber-restricted appliance license examination.
- Method 2     Submitting evidence that the person possesses a master plumber-restricted appliance license-retiree.
- Method 3     A person who held a master plumber-restricted appliance license but exchanged it for a journeyman plumber-restricted appliance license may, upon application to the department, exchange his or her journeyman plumber-restricted appliance license, for a master plumber-restricted appliance license. If the exchange is made at the time of renewal a credential fee of \$500 for the master plumber-restricted appliance 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 by contacting the Safety and Buildings Plan Entry Unit at 608-261-8491. The Application for Credentialing Petition for Variance (form SBD-9890SPS5) can also be found on S&B's WebSite, <http://dps.wi.gov/sb/docs/SB-FormPetition9890Comm5.doc>

### Method 1 - Experience 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, 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, is effective for 4 years from March 31.

**Qualifications for Examination:** A person applying for a master plumber-restricted appliance license examination shall have at least 1,000 hours of experience per year for at least 2 consecutive years as a Wisconsin journeyman plumber-restricted appliance.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12-month period. The Time Period must 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. Copies 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 or master plumber-restricted appliance who supervised your work, attach a letter explaining why 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					

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In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The 3-hour 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, component manuals, NFPA, and statutes. When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date. 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.

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

SBD-8536-P	Cross Connection Control Manual
SBD-8036-P	Sizing the Water Supply System
SBD-9138-P	Wisconsin Water Treatment Handbook
SBD-10810-P	Multipurpose Piping Systems Design Manual

**To Schedule a 2012 exam:**

- Choose a city and put a check mark behind the date you would like to take the exam.
- Record a telephone number where you can be reached during the day in case that exam 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.
- If special accommodations are needed, contact credentialing, 608-261-8467 or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov), prior to submitting your application.
- You will receive a letter from S&B when division staff processes your exam request.

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**

January 25  February 21  March 21  April 23  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**

February 7  April 10  June 12  August 14  October 9  December 11

**Green Bay (2012) – Hyatt on Main (formerly Hotel Sierra) 333 Main St, Green Bay, WI 54301**

January 10  March 13  May 8  July 17  September 11  November 13

**Method 2 - Possession of a Master Plumber-Restricted Appliance License-Retiree**

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	\$426.25	May	\$509.58	September	\$467.92
February	\$415.83	June	\$499.17	October	\$457.50
March	\$405.42	July	\$488.75	November	\$447.08
April	\$520.00	August	\$478.33	December	\$436.67

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

Make checks payable to: State of WI – DSPS. The fee consists of a \$20 application fee and a prorated \$500 credential fee. The credential will be effective for four years from March 31.

**ATTACH** the original of your master plumber-restricted appliance license-retiree.

Note: Retiree licenses have been discontinued and once turned in will not be reissued.

### **Method 3 - Possession of a Journeyman Plumber-Restricted Appliance License which had been Exchanged for a Master Plumber-Restricted Appliance License**

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

<b>Month Application is mailed</b>	<b>Fee</b>	<b>Month Application is mailed</b>	<b>Fee</b>	<b>Month Application is mailed</b>	<b>Fee</b>
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 credential fee. The credential will be effective for four years from March 31.

**Attach** the original of your old master plumber-restricted appliance license. You must have completed the necessary hours of continuing education.