

# Rental Weatherization 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.**

<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:	

\_\_\_\_\_ 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](mailto:DspsSbCredentialing@wi.gov).

**Application and Exam Fee (nonrefundable): \$40.00 class code 7646**

Make checks payable to: State of WI – DSPS. 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 \$40 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 four years from June 30.

**Reason for Credential:** No person may inspect rental units for compliance with SPS 367, Rental Unit Energy Efficiency Standards, unless the person holds a credential issued by the department as a Certified Rental Weatherization Inspector.

**Requirements of Credential:** A person who inspects rental units as a Certified Rental Weatherization Inspector shall:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection record to the rental property owner or his or her agent; and
- Make available to the department upon request 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.

**Examination:** In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover SPS 302 and SPS 305 of the Wisconsin Administrative Code and SPS 367 of the Rental Weatherization Code. This exam is open book. Copies of the codes 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.

**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