

UDC-HVAC 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: 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.

Application and Exam Fee (nonrefundable): \$40.00 class code 7655

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 pay a \$40 credential fee which will be prorated because the credential expires on a specific date. The credential will be issued after the exam is passed and the prorated credential fee paid. It is effective for four years from June 30th.

Reason for Credential: Pursuant s. 101.88 (2), Stats., no person may conduct the inspection of one- and two-family dwellings for the purpose of administering and enforcing SPS 323 unless the person holds a credential issued by the department as a certified UDC-HVAC inspector.

Requirements of Credential: A person who inspects one- and two-family dwellings as a certified UDC-HVAC 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 property owner 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.

Applying for a UDC-HVAC Inspector Certification

A person may obtain a credential as a certified UDC HVAC inspector by either one of the following:

- Method 1 Taking and passing the UDC HVAC inspector certification examination.
- Method 2 Submitting evidence of holding a current certification as a: Commercial Building Inspector or HVAC Qualifier

Method 1 - Examination

Qualifications for 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 305 of the Wisconsin Administrative Code and SPS 320, 322, 323, and appendix of the Uniform Dwelling Code (UDC). This exam is open book. Copies of current code books may be obtained from Document Sales, 608-266-3358 or 800-362-7253. Exams are updated the month after any code changes. When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date. The division offers an explanatory UDC Code and Commentary that may be used to study for the exam. It also may be ordered from Document Sales, 608-266-3358 or 800-362-7253. It is intended to be a training guide and may not match the current code.

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 credential as a certified UDC-construction inspector which has an expiration date after June 30, 2006, shall be contingent upon the inspector obtaining at least 24 hours of acceptable continuing education by March 30th of the year the credential expires.

Method 2 – Proof of Current Licensure

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

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

Fee Submitted (nonrefundable): \$ class code 7655

Make checks payable to: State of WI – DSPS. The credential will be effective for four years from June 30. **Attach** to this form a copy of current certification as a Commercial Building Inspector.