



# 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 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

**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.