

# UDC-Plumbing 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 [DspSbCredentialing@wi.gov](mailto:DspSbCredentialing@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 be asked to pay a \$40 credential fee which will be prorated because the credential expires on a specific date. The credential, which is issued after the exam is passed and the prorated credential fee paid, is effective for four years from June 30.

**Reason for Credential:** Pursuant s. 101.66 (2), Stats., no person may conduct the inspection of one- and two-family dwellings for the purpose of administering and enforcing SPS 325 and SPS 382 and 384 unless the person holds a credential issued by the department as a certified UDC-plumbing inspector.

**Requirements of Credential:** A certified UDC-plumbing 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;
- Shall shall carry on their person the credential issued by the department while performing the activities permitted, and
- Make available to the department upon request his or her inspection records.

**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 and SPS 325, 382, and 384, Wisconsin Administrative Code; 2002 NFPA 13D. The exam is open book. Copies of Wisconsin Administrative Codes and Chapter 145, Wisconsin Statutes, may be obtained from Document Sales, 608-266-3358, or 800-362-7253. NFPA standards may be ordered from the National Fire Protection Assoc, 800-344-3555. When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date.

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-8869-P	Drain and Vent System Design
SBD-8036-P	Sizing the Water Supply System
SBD-9138-P	Wisconsin Water Treatment Handbook

**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 [DSOSSBCredentialing@wi.gov](mailto:DSOSSBCredentialing@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-plumbing inspector shall be contingent upon the inspector obtaining at least 24 hours of acceptable continuing education by March 30 of the year the credential expires. People unable to attend lectures or seminars may obtain the necessary hours through correspondence courses. Education courses must also be completed at least three months prior to the expiration date in order to avoid taking the exam. A person who holds a credential as a certified UDC-plumbing inspector 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.