

# Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way  
Madison, WI 53705  
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](https://license.wi.gov)  
Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### INDUSTRIAL JOURNEYMAN ELECTRICIAN LICENSE APPLICATION INFORMATION

#### **Requirements for Credential**

Per [Wis. Stat. § 101.862](#), no person may install, repair, or maintain electrical wiring unless the person is licensed as an electrician by the Department or unless the person is enrolled as a registered Electrician by the Department.

Per [Wis. Admin. Code § SPS 305.40](#), the electrical wiring activities that may be undertaken by a person who holds a license or registration as a licensed Industrial Journeyman Electrician or a registered Industrial Electrical Apprentice shall be limited to wiring within the facilities or properties of the business establishment where the person is employed. A person who holds a license or registration as a licensed Industrial Journeyman Electrician or a registered Industrial Electrical Apprentice may perform electrical wiring not associated with the facilities or properties of the business establishment where the person is employed, provided the person is under the direct supervision of a licensed Master Electrician, or Registered Master Electrician, or a licensed Journeyman Electrician.

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

A person may obtain a credential as a licensed Industrial Journeyman Electrician by **one** category.

- A. Experience and Examination - Requires** completing the necessary hours of experience and passing the Industrial Journeyman Electrician license examination.
- Application and Fees:** Apply and pay fees online in LicensE, <https://license.wi.gov>. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. **NOTE:** If DSPS requests additional documents they must be uploaded within three (3) months from the date they were requested. Failure to do so may result in having to submit a new application and fees.
  - Experience:** A person applying for an Industrial Journeyman Electrician license examination shall have completed at least 1,000 hours per year of experience for at least five (5) years in industrial electrical wiring work. If a person has completed semesters in a school of electrical engineering or an accredited college, university, technical, or vocational school in an electrical related program, the applicant may claim 500 hours for each semester up to a total of 2,000 hours and two (2) years towards the required experience. **Complete** the Experience Table (Form 3105T) on the next page according to the instructions and upload it into your LicensE account. **Upload** a copy of transcripts, if applicable.
  - Examination:** You will be made eligible to test after your application has been submitted and reviewed. If additional documents are required you will be made eligible to test after all documentation has been received and reviewed. A communication will be sent once you are made eligible to test. Please check your "junk" or "spam" email folders. You can also check the status of your application by entering your Preliminary Application Number (PAR) at <https://license.wi.gov/s/application-status-lookup>. If you fail an exam, you must login to License, <https://license.wi.gov>, and pay another exam fee.
- B. Apprenticeship - Requires** completing an industrial electrical apprenticeship program
- Application and Fee:** Apply and pay fees online in LicensE, <https://license.wi.gov>. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. **NOTE:** If DSPS requests additional documents they must be uploaded within three (3) months from the date they were requested. Failure to do so may result in having to submit a new application and fees.
  - Electrical Apprenticeship:** Completed an industrial electrical apprenticeship program recognized under [Wis. Stat. ch. 106](#) or the Federal Department of Labor. **Upload** a copy of certificate of completion from the Wisconsin Bureau of Apprenticeship Standards stating that you have satisfied the requirements of an industrial electrical apprenticeship program. If you have any questions about apprenticeship standards, please contact the Wisconsin Bureau of Apprenticeship Standards at: <http://dwd.wisconsin.gov/apprenticeship/contacts.htm> or (608) 733-3930.

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING INDUSTRIAL JOURNEYMAN ELECTRICIAN EXPERIENCE FORM (3105T)

**APPLICANT** Complete the applicant section of the form. Obtain the required signatures in the Experience Table then upload the completed form into your LicensE account, <https://license.wi.gov>. (See page i of Form 3105 for more information.)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Former/Maiden Names: \_\_\_\_\_

Preliminary Application Number (PAR): \_\_\_\_\_

**Category A:** Document at least 1,000 hours of experience per year for 3 years immediately preceding the application, and the employment must include work performed at the Journeyman level. The witness must have been the individual's employer and observed or had knowledge of the number of work hours in Journeyman level work. Copies of this page may be made to mail to witnesses to sign. (See page i of Form 3105 for more information.) Upload a copy of transcripts, if applicable. (Use additional sheets if necessary.)

Began (mm/yyyy)	End (mm/yyyy)	Hours	Witness Printed Name	Witness Phone No.	Witness Signature (If unable to provide a digital signature print and sign form.)
___/___/_____	___/___/_____				
___/___/_____	___/___/_____				
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