

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

Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

MASTER PLUMBER LICENSE APPLICATION INFORMATION

Requirements for Credential

Per [Wis. Stat. § 145.06](#), no person may engage in or work at plumbing in the state unless licensed to do so by the Department.

Per [Wis. Admin. Code § SPS 305.91](#), a person who as a licensed Master Plumber is responsible for the installation or modification of plumbing shall utilize the appropriate credentialed persons to install or modify plumbing.

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

A person may obtain a credential as a licensed Master Plumber by **one** category:

A. Experience/Degree and Examination

Completing the necessary hours of experience or having an engineering degree and passing the Master Plumber license examination.

1. **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 it later and submit it at that time. **NOTE:** If DSPS requests additional documents they must be uploaded within three (3) months from the date it was requested. Failure to do so may result in having to submit a new application and pay fees.
2. **Experience or Engineering Degree:** A person applying for a Master Plumber license examination shall have completed **one** of the following:
 - a. **Experience:** Completed at least 1,000 hours of experience as a licensed Wisconsin Journeyman Plumber per year for at least three years. **Complete** Form 3129T on the following page.
 - b. **Engineering Degree:** Graduated from an accredited engineering university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to plumbing. **Upload** a copy of transcripts or degree.
3. **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. Comity (Out of State) and Examination

Completing an apprenticeship, required experience, or engineering degree and passing the Master Plumber license examination.

1. **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 it later and submit it at that time. **NOTE:** If DSPS requests additional documents they must be uploaded within three (3) months from the date it was requested. Failure to do so may result in having to submit a new application and pay fees.
2. **Plumbing Apprenticeship, Experience or Engineering Degree:** A person applying for a Master Plumber license examination shall have completed **one** of the following:
 - a. **Plumbing Apprenticeship and Journeyman Plumber License:** Completed an out of state plumbing apprenticeship 5 year program, including plumbing related instruction of a minimum of 576 hours, recognized under [Wis. Stat. ch. 106](#) or the Federal Department of Labor and have at least 1,000 hours of experience as a licensed Journeyman Plumber per year for at least three years. **Upload** a copy of certificate of completion or equivalency from the Wisconsin Bureau of Apprenticeship Standards stating that you have satisfied the requirements of a plumbing apprenticeship program in order to take the exam. 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.
 - b. **Experience:** Hold a current plumbing license and have completed not less than 8 years of plumbing experience, of which 1,000 hours of experience per year for at least three years under the laws of another state, city, town, or village was obtained. **Upload** a copy of a state verification or current license. **Complete** the Experience Form 3129T on the next page and upload it to your LicensE account. Upload a copy of transcripts, if applicable.
3. **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.

C. Wisconsin Master Plumber License which had been exchanged for a Journeyman Plumber License

A person who held a Wisconsin Master Plumber license but exchanged it for a Journeyman Plumber license may, upon application to the Department, exchange his or her current Journeyman Plumber license for a Wisconsin Master Plumber license.

1. **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 it later and submit it at that time. **NOTE:** If DSPS requests additional documents they must be uploaded within three (3) months from the date it was requested. Failure to do so may result in having to submit a new application and pay fees.
2. **Master Plumber License:** **Upload** your original Master Plumber license. You must have completed the required continuing education.

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING MASTER PLUMBER EXPERIENCE FORM (3129T)

APPLICANT Complete the applicant section of the form. Obtain the required signatures in the Experience Table then upload the completed form into your LicenseE account, https://license.wi.gov .			
Last Name	First Name	MI	Former/Maiden Name(s)
If applying under Category A, "Experience and Examination" and are using experience (not an engineering degree) on page i of Form 3129, this form is required. Use additional sheets if needed.			Application Number
			PAR-

EXPERIENCE TABLE (Upload additional sheets if needed.)			
1.	Name of Witness		WI License #
	Start (Month/Year): ____ / ____ / ____	End (Month/Year): ____ / ____ / ____	Hours: _____
	Signature of Witness/School (If unable to provide a digital signature print and sign form.)	Date	Witness Phone Number
		__ / __ / ____	____ - ____ - ____
2.	Name of Witness		WI License #
	Start (Month/Year): ____ / ____ / ____	End (Month/Year): ____ / ____ / ____	Hours: _____
	Signature of Witness/School (If unable to provide a digital signature print and sign form.)	Date	Witness Phone Number
		__ / __ / ____	____ - ____ - ____
3.	Name of Witness		WI License #
	Start (Month/Year): ____ / ____ / ____	End (Month/Year): ____ / ____ / ____	Hours: _____
	Signature of Witness/School (If unable to provide a digital signature print and sign form.)	Date	Witness Phone Number
		__ / __ / ____	____ - ____ - ____
4.	Name of Witness		WI License #
	Start (Month/Year): ____ / ____ / ____	End (Month/Year): ____ / ____ / ____	Hours: _____
	Signature of Witness/School (If unable to provide a digital signature print and sign form.)	Date	Witness Phone Number
		__ / __ / ____	____ - ____ - ____
5.	Name of Witness		WI License #
	Start (Month/Year): ____ / ____ / ____	End (Month/Year): ____ / ____ / ____	Hours: _____
	Signature of Witness/School (If unable to provide a digital signature print and sign form.)	Date	Witness Phone Number
		__ / __ / ____	____ - ____ - ____