

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

COMMERCIAL ELECTRICAL INSPECTOR CERTIFICATION APPLICATION INFORMATION

Requirements for Credential

Per [Wis. Admin. Code. § SPS 305.62](#), no person may conduct the inspection of electrical wiring in public buildings and places of employment for the purpose of administering and enforcing [Wis. Admin. Code ch. SPS 316](#) unless the person holds a credential issued by the Department as a certified Commercial Electrical Inspector. A person holding a Commercial Electrical Inspector certification can inspect one- and two-family dwellings.

A person who inspects electrical construction work as a certified Commercial Electrical Inspector shall:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection report to the property owner or his or her agent;
- Make available to the Department upon request his or her inspection records.

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

RECEIVED: A person may obtain a credential as a certified Commercial Electrical Inspector by **one** category below:

A. Experience and Examination

Requires completing the necessary hours of experience and passing the Commercial Electrical Inspector certification examination.

1. **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 DSPPS requests additional documents they must be uploaded within three months from the date they were requested. Failure to do so may result in having to submit a new application and fees.
2. **Experience**: A person applying for a Commercial Electrical Inspector certification examination shall have **one** of the following. (Complete Form 3148T on the next page according to form instructions):
 - a. At least 1,000 hours per year for at least 6 years of experience in electrical work. If a person has successfully completed semesters in a school of electrical engineering or other accredited college, university, technical or vocational school in an electrical related program, the applicant may claim 500 hours per semester of experience, with no more than 3,000 hours and 3 years of experience, towards the required experience. **Upload** a copy of transcripts, if applicable.
 - b. At least 1,000 hours per year for at least 3 years of experience in electrical work and has a degree in electrical engineering from an accredited college or university. **Upload** a copy of transcripts from the school or university if you have a degree in engineering.
 - c. At least 1,000 hours per year for at least 3 years of experience in electrical work and holds a credential under [Wis. Stat. ch. 443](#) as a registered Professional Engineer, a registered Architect, or a certified Designer of Electrical Systems. **Upload** a copy of current Wisconsin license.
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. Proof of Current Licensure/Certification

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 and submit it later. **NOTE**: If DSPPS 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.
2. **Current License**: **Upload** a copy of one of the following current certifications:
 - Wisconsin Master Electrician license
 - Electrical Inspector or Commercial Electrical Inspector certification issued by the International Code Council (ICC)
 - Master Electrical Inspector certification issued under the International Association of Electrical Inspectors/National Fire Protection Association

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING COMMERCIAL ELECTRICAL INSPECTOR EXPERIENCE FORM (3148T)

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>.

Last Name: _____ First Name: _____ MI: _____ Former/Maiden Names: _____

Preliminary Application Number (PAR): _____

If applying under Category A on page i of Form 3148, experience is required on this form. Please review Item 2 "Experience" under Category A, "Experience and Examination" for requirements. Upload a copy of transcripts, if applicable. Use additional pages if needed.

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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