

# Wisconsin Department of Safety and Professional Services

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LicensE Portal: [License.wi.gov](https://license.wi.gov)  
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## **DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING** **POWTS INSPECTOR LICENSE APPLICATION INFORMATION**

### **Requirements for Credential**

Per [Wis. Admin. Code § 305.66](#), a person who holds a certification issued by the Department as a certified POWTS Inspector may inspect privately owned wastewater treatment systems, POWTS, for the purpose of administering and enforcing the provisions of [Wis. Admin. Code chs. SPS 381 to 387](#) as an authorized representative of the Department or a local governmental unit.

A person who inspects privately owned wastewater treatment systems as a certified POWTS Inspector shall:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection record to the privately owned wastewater treatment system 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 POWTS Inspector by **one** of the following categories:

A. **Examination** - **Requires** taking and passing the POWTS 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 DSPTS 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. **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 Certification** - **Requires** submitting evidence of holding a current certification.

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2. **Current License: Upload** a copy of current certification as **one** of the following:
  - Wisconsin Master or Journeyman Plumber
  - Wisconsin Master or Journeyman Plumber Restricted Service.