

# Wisconsin Department of Safety and Professional Services

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## EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS, AND REGISTERED INTERIOR DESIGNERS

### DESIGNER OF ENGINEERING SYSTEMS PERMIT APPLICATION INFORMATION

This is not the application to register for the Designer Examination. To register for the examination, submit Application for Electrical, Fire Protection, HVAC, Plumbing, and Private Sewage Systems Examination. (See [Form 2100](#) for details.)

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

1. **Application for Designer of Engineering Systems Permit** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Initial Credentialing Fee** - Pay \$55.00 credential fee online in LicensE.
3. **Official Transcripts** - Transcripts must be forwarded directly by the college to you. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). **Unofficial copies of transcripts are not acceptable.**
4. **Experience Record (Form 463)** - Evaluated by the Board to determine whether the experience you document meets the qualifying engineering experience as defined in [Wis. Admin. Code ch. A-E 5](#). Provide a complete chronological listing of your experience. The beginning and ending month and year of employment must be shown for each engagement.
5. **Designer of Engineering Systems Applicant Appraisal Form (Form 989)** - Provide replies from three (3) references, one of whom is a Registered Architect, Professional Engineer, or holds a permit as a Designer of Engineering Systems.

#### **Applicants Applying by Holding a Current WI Master Plumber License**

Applicants applying for a permit as a Designer of Engineering Systems on the basis that they hold a current Wisconsin master plumber license are required to submit the Application for Designer of Engineering Systems Permit.

**Review Dates** Your application for registration will be presented to the Board for review when all required documents have been received. You are encouraged to submit your application as soon as possible to allow processing and review of application before the Board meets. You'll find a schedule of tentative Board meetings on the Department's web site at <http://dsps.wi.gov>.