

Wisconsin Department of Safety and Professional Services

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LicensE Portal: [License.wi.gov](https://license.wi.gov)
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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS AND REGISTERED INTERIOR DESIGNERS

INFORMATION TO APPLY FOR THE DESIGNER EXAMINATION
(Electrical, Fire Protection, HVAC, Plumbing, and Private Sewage Systems)

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

1. **Application for Electrical, Fire Protection, HVAC, Plumbing, and Private Sewage Systems Examinations** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Exam Fee** - Pay \$75.00 exam fee online in LicensE.
3. **Experience Record (Form 463)** - Evaluated by the Board to determine whether the experience you document meets the qualifying Designer of Engineering Systems 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.
4. **Official Transcripts (if applicable)** - If you are using education as part of the experience requirement to take the examinations, 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.**
5. **Designer of Engineering Systems Applicant Appraisal Form (Form 989)** - Provide replies from three (3) references having personal knowledge of your experience, one of whom is a registered Architect, Professional Engineer, or holds a permit as a Designer of Engineering Systems.

Retake Candidate

Applicants applying to retake the exam must submit the Application for Electrical, Fire Protection, HVAC, Plumbing, and Private Sewage Systems Examinations must apply and pay the \$75.00 retake exam fee online in LicensE.

Exam Information

Applications must be reviewed and approved at least 90 days prior to the date of the exams.

For information on exam dates, visit the DSPS website: <https://dsps.wi.gov/Pages/Professions/DOESystems/Exams.aspx>

For information on exam content, visit Chapter A-E 5 of the Wisconsin Administrative Code:
https://docs.legis.wisconsin.gov/code/admin_code/a_e/5

PLEASE NOTE: There is a \$75.00 exam fee per exam.

- Electrical Systems
- Fire Protection Systems
- Heating, Ventilation, and Air Conditioning Systems
- Plumbing Systems
- Private Sewage Systems