

# 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](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

### JOURNEYMAN PLUMBER APPLICATION INFORMATION

#### **Requirements for Credential**

Per [Wis. Stats. § 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 305.93](#) the plumbing activities that may be undertaken by a person who holds a credential as a licensed Journeyman Plumber shall be performed under the general supervision of a person who holds a Master Plumber license, Master Plumber Restricted license, or Utility Contractor license. A Journeyman Plumber who is working under the general supervision of a licensed Master Plumber Restricted or licensed Utility Contractor is limited to the type of plumbing installations associated with the specific license of the person providing the supervision.

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL REQUIREMENTS FOR ONE SET OF QUALIFICATIONS HAVE BEEN RECEIVED:**

**A. WI Apprenticeship and Examination** – Completion of an apprenticeship and passing the Journeyman 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 and submit it later. **NOTE**: If DSPS 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. **Plumbing Apprenticeship**: A person applying for a Journeyman Plumber license examination shall have completed a plumbing apprenticeship program recognized under [Wis. Stat. § 106.025](#) or the Federal Department of Labor. **Upload** a copy of a letter 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.
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** – Completion of an apprenticeship and passing the Journeyman Plumber license 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 DSPS 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. **Plumbing Apprenticeship**: A person applying for a Journeyman Plumber license examination shall have completed an out of state plumbing apprenticeship 5-year program, including plumbing related instruction of a minimum of 576 hours, recognized under [Wis. Stat. § 106.025](#) or the Federal Department of Labor. **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.
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.

# Wisconsin Department of Safety and Professional Services

- C. Comity (Out-of-State) and Examination** – Completion of an apprenticeship, passing the Journeyman Plumber license examination, and practiced for at least five (5) years under a journeyman plumber’s license or equivalent license issued by another state.
- 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 DSPS 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.** The Department shall accept for a journeyman plumber’s examination a person to whom **all** of the following apply:
    - a. The person completed a plumbing apprenticeship under [Wis. Stat. § 106.025](#) or under the laws of any other state. **Upload a** copy of certificate of completion of plumbing apprenticeship.
    - b. The person passed a journeyman plumber’s examination in any other state. (Complete **all** sections of Form 3126T on the next page.)
    - c. The person has practiced for at least five (5) years under a journeyman plumber’s license or equivalent license issued by another state having licensure provisions governing plumbers that the department determines are substantially similar to the requirements under [Wis. Stat. ch. 145](#) and the rules promulgated under this chapter, and the person has not been the subject of any disciplinary actions related to that license or any other equivalent license. (Complete **all** sections of Form 3126T on the next page.)
- D. Wisconsin Master Plumber License to be exchanged for a Journeyman Plumber License** - A person who holds a Wisconsin Master Plumber license may, upon application to the Department, exchange his or her current Master Plumber license for a Wisconsin Journeyman Plumber license.
- 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 DSPS 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. Master Plumber License:** Attach a copy of your Master Plumber license. Keep your original copy of your Master Plumber license.

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DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING  
OUT-OF-STATE JOURNEYMAN PLUMBER TABLE (3126T)

**APPLICANT** Complete the applicant section of the form. All other sections of the form should be completed. Upload the completed form into your LicenseE account, <https://license.wi.gov>.

Last Name	First Name	MI	Former/Maiden Name(s)
<b>ALL sections of this form are required if you are applying under Item C on Page ii of Form 3126. Please see form for details.</b>			Application Number
			PAR-

## OUT OF STATE EXAMINATION OR LICENSE SECTION

The applicant is credentialed in the State of   as a:

Journeyman Plumber

License #:  Date Granted: / /  Expiration Date: / /

The applicant took the following examination in the State of  .

Exam Date	Exam Score	Sponsor of Exam
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>

Form completed by: (to be completed by applicant, journeyman plumber, or witness that holds equivalent issued by another state)

Title:  Date: / /

Was any formal disciplinary action ever taken against the applicant?

Yes  No If yes, please attach additional sheet with details.

Is there any disciplinary action pending against the applicant?

Yes  No If yes, please attach additional sheet with details.

Form completed by: (to be completed by applicant, journeyman plumber, or witness that holds equivalent issued by another state)

Title:  Date: / /

**Table 3126T is continued on the next page.**

# Wisconsin Department of Safety and Professional Services

## EXPERIENCE SECTION

Document at least five (5) years of practice under a journeyman plumber’s license or equivalent license issued by another state having licensure provisions governing plumbers if applying under Item C on Page ii on Form 3126. Use a separate row for each 12-month period. If the hours were witnessed by more than one person, the hours witnessed by each person must be completed on separate rows. The witness must be a journeyman plumber or a witness that holds an equivalent license issued by another state. **Attach additional sheets if needed.**

1.	Name of Witness	State	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	State	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	State	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	State	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	State	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
		__ / __ / ____	____ - ____ - ____
6.	Name of Witness	State	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
		__ / __ / ____	____ - ____ - ____