

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

INSTRUCTIONS FOR INDUSTRIAL JOURNEYMAN ELECTRICIAN APPLICATION

Requirements for Credential

Per [Wis. Stats. § 101.862](#), no person may install, repair, or maintain electrical wiring unless the person is licensed as an electrician by the Department or unless the person is enrolled as a registered Electrician by the Department.

Per [Wis. Admin. Code § SPS 305.40](#), the electrical wiring activities that may be undertaken by a person who holds a license or registration as a licensed Industrial Journeyman Electrician or a registered Industrial Electrical Apprentice shall be limited to wiring within the facilities or properties of the business establishment where the person is employed. A person who holds a license or registration as a licensed Industrial Journeyman Electrician or a registered Industrial Electrical Apprentice may perform electrical wiring not associated with the facilities or properties of the business establishment where the person is employed, provided the person is under the direct supervision of a licensed Master Electrician, or Registered Master Electrician, or a licensed Journeyman Electrician.

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

A person may obtain a credential as a licensed Industrial Journeyman Electrician by **one** of the following methods:

Method 1 – Experience and Examination

Completing the necessary hours of experience and passing the Industrial Journeyman Electrician license examination.

1. **Application and Fee:** The fee consists of a \$35.00 application fee and a \$30.00 exam fee. When the exam is passed, the applicant will pay a \$100.00 prorated credential fee, based on a 4-year term from June 30th.
2. **Experience:** A person applying for an Industrial Journeyman Electrician license examination shall have completed at least 1,000 hours per year of experience for at least five (5) years in industrial electrical wiring work. If a person has completed semesters in a school of electrical engineering or an accredited college, university, technical, or vocational school in an electrical related program, the applicant may claim 500 hours for each semester up to a total of 2,000 hours and two (2) years towards the required experience. **Complete** the Experience Table on Page 2. **Attach** a copy of transcripts, if applicable.
3. **Examination:** Select an exam date on Page 2. For additional information on exam content, please view the Department website at <http://dsps.wi.gov> under “Licenses, Permits, and Registrations” and select “Trades Professions.”

Method 2 – Apprenticeship

Completing an industrial electrical apprenticeship program

1. **Application and Fee:** The fee consists of a \$35.00 application fee and a \$100.00 prorated credential fee, based on a 4-year term from June 30th. The fee table on Page 1 includes both the application fee and prorated credential fee.
2. **Electrical Apprenticeship:** Completed an industrial electrical apprenticeship program recognized under [Wis. Stats. § 106](#) or the Federal Department of Labor. **Attach** a copy of certificate of completion from the Wisconsin Bureau of Apprenticeship Standards stating that you have satisfied the requirements of an industrial electrical apprenticeship program. 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) 266-3332.

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EXPERIENCE TABLE: METHOD 1

Document at least 1,000 hours per year of experience for the last five (5) years in industrial electrical wiring work. The witness must have observed or had knowledge of the number of work hours performed in electrical construction. If a person has completed semesters in a school of electrical engineering or an accredited college, university, technical or vocational school in an electrical related program, the applicant may claim 500 hours for each semester up to a total of 2,000 hours and two (2) years towards the required experience. Copies of this page may be made to mail to witnesses to sign. (attach additional sheet(s) if necessary)

Month/Year Began	Month/Year Ended	Hours	Signature of Witness OR Name of School	Phone # of Witness
□□ / □□	□□ / □□	□□	_____	_____
□□ / □□	□□ / □□	□□	_____	_____
□□ / □□	□□ / □□	□□	_____	_____
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TO SCHEDULE AN UPCOMING EXAM, METHOD 1:

- Indicate a **first date choice (1)** and a **second date choice (2)** in the event one exam site is full.
- Submit the **fee and this application to the Department at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type.
- You will receive a letter from DSPS confirming your upcoming exam, including the time, date and location of the exam.

Select One: A.M. (Starts at 8:00 a.m.) <u>or</u> P.M. (Starts at 1:00 p.m.)				
Madison - Madison Crowne Plaza 4402 E. Washington Ave. Madison, WI 53704	February 7, 2018	April 11, 2018	June 20, 2018	August 15, 2018
	October 10, 2018	December 12, 2018		
Pewaukee – WCTC Education Center 800 Main St., Pewaukee, WI 53072	December 19, 2017	January 23, 2018	March 14, 2018	May 16, 2018
	July 10, 2018	September 26, 2018	November 28, 2018	
Eau Claire – SleepInn Conference Center 5872 33 rd Ave., Eau Claire, WI 54703	December 6, 2017	February 27, 2018	April 24, 2018	June 5, 2018
	August 28, 2018	October 23, 2018	December 4, 2018	
Appleton - Fox Valley Technical College 1825 North Bluemound Dr., Appleton 54914	January 9, 2018	March 28, 2018	May 22, 2018	July 31, 2018
	September 12, 2018	November 7, 2018		

- If you need special accommodations, please contact us at DSPSCredTrades@wi.gov.

CONTINUING EDUCATION AND RENEWAL REQUIREMENTS: Please view the Department website at <http://dsps.wi.gov> under “Licenses, Permits, and Registrations” and select “Trades Professions.”

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CERTIFICATION OF LEGAL STATUS:

I declare under penalty of law that I am (check one):

- A citizen or national of the United States, or
- A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature: Date: / /