INSTRUCTIONS FOR AUTOMATIC FIRE SPRINKLER CONTRACTOR APPLICATION

Requirements for Credential

Per Wis. Admin. Code § SPS 305.50, pursuant to Wis. Stats. § 145.15 (4), 145.165 and 145.175, no person may install, maintain or repair automatic fire sprinkler systems unless the persons holds a license or registration issued by the Department as a licensed Automatic Fire Sprinkler Contractor, a licensed Journeyman Sprinkler Fitter, a registered Automatic Fire Sprinkler System Apprentice, a registered Automatic Fire Sprinkler Contractor Maintenance, or a registered Automatic Fire Sprinkler Fitter Maintenance. A credential is not required if a person is repairing, replacing or maintaining electrical supervisory devices for existing automatic fire sprinkler systems.

No person may conduct the annual activities relative to inspection and testing of an existing automatic fire sprinkler system and components as required by Wis. Admin. Code § SPS 314 unless the person holds a license or registration issued by the Department as a licensed Automatic Fire Sprinkler Contractor, a licensed Journeyman Sprinkler Fitter, a registered Automatic Fire Sprinkler System Apprentice, a registered Automatic Fire Sprinkler Contractor Maintenance, a registered Automatic Fire Sprinkler Fitter Maintenance or a registered Automatic Fire Sprinkler System Tester or a registered Automatic Fire Sprinkler System Tester Learner.

Per Wis. Admin. Code § SPS 305.51, except for work performed on an automatic fire sprinkler system by a person who holds an Automatic Fire Sprinkler Contractor Maintenance registration, a person licensed as an Automatic Fire Sprinkler Contractor shall be responsible for each installation of an automatic fire sprinkler system.

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

1. Application and Fee: The fee consists of a $25 application fee and a $100 exam fee. When the exam is passed the applicant will pay a $2,000 prorated credential fee, based on a 4 year term from June 30th.

2. Experience/Education/Certification: A person applying for an Automatic Fire Sprinkler Contractor license examination shall have completed one of the following qualifications related to the engineering, principles and skills associated with the design, installation and maintenance of automatic fire sprinkler systems:

   a. Experience: At least 1,000 hours of experience per year for at least 3 consecutive years as a licensed Journeyman Automatic Fire Sprinkler Fitter. Complete the Experience Table on Page 2.

   b. Education: Graduated from an accredited 4 year university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to automatic fire sprinklers. Attach a copy of transcripts.

   c. Experience and Education: At least 1,000 hours of experience per year for at least 7 years in automatic fire sprinkler designor installation. Each semester spent full time in a school of civil or mechanical engineering or other accredited college, university, technical or vocational school in an automatic fire sprinkler related program shall be considered equivalent to 500 experience hours, with no more than 3,000 hours and 3 years of experience through education being credited toward the 7 years of 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 “Professions” and select “Automatic Fire Sprinkler Contractor.”
**APPLICATION FOR AUTOMATIC FIRE SPRINKLER CONTRACTOR LICENSE**

Under Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stats. § 440.12).

**PLEASE TYPE OR PRINT IN INK**

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<th>Last Name</th>
<th>First Name</th>
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<th>Address (street, city, state, zip)</th>
<th>Daytime Telephone Number</th>
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Your Social Security Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.

**Have you ever held a Trades credential in WI?**

- [ ] Yes
- [ ] No

**APPLICATION FEES:** Please check applicable box. Make check payable to DSPS and attach to this application.

- [ ] I am seeking a Veteran Fee Waiver (for Initial Credential Fee only, see further information below)
- [ ] Initial Credential Fee
  - $25.00 Application Fee
  - $100.00 Exam Fee
  - $125.00 Total Fee Attached
- [ ] Reinstatement Fee (credential expired more than 4 years)
  - $25.00 Application Fee
  - $100.00 Exam Fee
  - $25.00 Late Renewal Fee
  - $150.00 Total Fee Attached

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

- [ ] Fee and Application (including signature on Page 3)
- [ ] Supporting Documentation (see Page i for instruction, i.e. copy of transcripts, copy of level III certification from NICET)
- [ ] Is name on all credentials the same? If not, list former/maiden name(s):

**ARE YOU A VETERAN?** If yes, please view the Department website at [http://dsps.wi.gov](http://dsps.wi.gov) under “Professions” and select “Automatic Fire Sprinkler Contractor,” then “Other Forms” for eligibility requirements.

**If you qualify, are you requesting a waiver of your initial credentialing fee?**

- [ ] Yes
- [ ] No

If Yes, provide a copy of your Department of Veterans Affairs voucher code and list your DVA Voucher Code Number:

You may contact the DVA at 1-800-WisVets or [www.WISVET.com](http://www.WISVET.com) for assistance in obtaining your DVA Voucher Code and/or documents related to your training.
Wisconsin Department of Safety and Professional Services

EXPERIENCE TABLE:
Document at least 1,000 hours of experience per year for at least 3 consecutive years as a licensed journeyman Automatic Fire Sprinkler Fitter or at least 1,000 hours of experience per year for at least 7 years in automatic fire sprinkler design or installation. Use a separate row for each 12 month period. The witness must have observed or had knowledge of the number of work hours performed as a Journeyman Automatic Fire Sprinkler Fitter or in the design or installation of systems. Each semester spent full time in a school of civil or mechanical engineering or other accredited college, university, technical or vocational school in an automatic fire sprinkler related program shall be considered equivalent to 500 experience hours, with no more than 3,000 hours and 3 years of experience through education being credited toward the 7 years of experience. Copies of this page may be made to mail to witnesses to sign. (attach additional sheet(s) if necessary)

<table>
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<tr>
<th>Month/Year Began</th>
<th>Month/Year Ended</th>
<th>Hours</th>
<th>Signature of Witness OR Name of School</th>
<th>Phone # of Witness</th>
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TO SCHEDULE AN UPCOMING EXAM:
- 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.
- If you need special accommodations, please contact us at DSPSCred Trades@wi.gov.

This is a 5-hour exam. You will be scheduled for the A.M. session which starts at 8:00 A.M.

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<tr>
<th>Location</th>
<th>Dates</th>
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<tr>
<td>Madison – East Side Club (new location) 3735 Monona Drive, Madison, WI 53714</td>
<td>February 4, 2020 - April 1, 2020 - June 2, 2020 - August 11, 2020</td>
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<tr>
<td>Pewaukee – Holiday Inn (new location) Pewaukee Milwaukee West N14 W24140 Tower Place Pewaukee, WI 53072</td>
<td>January 8, 2020 - March 12, 2020 - May 14, 2020 - July 1, 2020</td>
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<tr>
<td>Eau Claire – Sleep Inn and Suites 5872 33rd Ave., Eau Claire, WI 54703</td>
<td>February 25, 2020 - April 15, 2020 - June 16, 2020 - August 25, 2020</td>
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#3113 (Rev. 11/19)
Class Code 7630
Committed to Equal Opportunity in Employment and Licensing
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: __________ / __________ / __________