

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 78780  
Milwaukee, WI 53293-0780  
**FAX #:** (608) 267-0592  
**Phone #:** (608) 266-2112

**Office Location:** 4822 Madison Yards Way  
Madison, WI 53705  
**E-Mail:** [DSpscCredTrades@wisconsin.gov](mailto:DSpscCredTrades@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

## **DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING** **INSTRUCTIONS FOR HVAC QUALIFIER APPLICATION**

### **Requirements for Credential**

Per [Wis. Admin. Code § SPS 305.71](#), an individual may obtain in accordance with this section an HVAC Qualifier certification from the Department relative to the business of installing or servicing heating, ventilating or air conditioning equipment. A person or entity who utilizes a person who holds an HVAC Qualifier certification under this section shall be deemed to be a certified HVAC business and pursuant to [Wis. Stat. § 101.178\(3\)\(c\)](#) may not be required to obtain a local certification, license, or other approval in order to engage in the business of installing or servicing heating, ventilating or air conditioning equipment.

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

1. **Application and Fee:** The fee consists of a \$15 application fee and a \$25 exam fee. When the exam is passed the applicant will pay a \$60 credential fee, based on a 4-year term from the date of issuance.
2. **Experience/Education:** A person applying for an HVAC Qualifier certification examination shall have completed **one** of the following:
  - a. **Experience:** At least 1,000 hours per year for at least 4 years of experience in supervising or performing the design, installation, servicing or maintenance of HVAC systems or equipment. **Complete** the Experience Table on Page 2.
  - b. **Education:** At least 4 years of attendance in a school of mechanical engineering or in an accredited college, university, or technical, vocational or apprenticeship school in an HVAC related program. **Attach** a copy of transcripts.
  - c. **Experience and Education:** Any combination of 4 years of experience and education listed above.
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 "HVAC Qualifier."

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### APPLICATION FOR HVAC QUALIFIER CERTIFICATION

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stat. §§ 440.12 and 440.13).

PLEASE TYPE OR  
PRINT IN INK

Your name, address, telephone number, and e-mail address are available to the public. Check box to withhold address, telephone number, and e-mail address from lists of 10 or more credential holders (Wis. Stat. § 440.14).

Last Name

First Name

MI

Date of Birth

 /  / 

Address (street, city, state, zip)

Daytime Telephone Number

 -  - 

Social Security Number

 -  - 

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

If yes, list your credential number:

E-mail Address

**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  
\$15.00 Application Fee  
\$25.00 Exam Fee  
\$40.00 Total Fee Attached

Reinstatement Fee (credential expired more than 4 years)  
\$15.00 Application Fee  
\$25.00 Exam Fee  
\$25.00 Late Renewal Fee  
\$65.00 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. college transcripts)

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 <https://dsps.wi.gov/Pages/Professions/MilitaryLicensureBenefits.aspx> 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 per year of experience for at least 4 years in the designing, installation, servicing or maintenance of HVAC systems or equipment. The witness must have observed or had knowledge of the number of work hours performed in supervising or performing the designing, installation, servicing or maintenance of HVAC systems or equipment. Copies of this page may be made to mail to witnesses to sign. (Attach additional sheets if necessary.)

Month/Year Began	Month/Year Ended	Hours	Signature of Witness (Print and Sign Form)	Phone # of Witness
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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 [DSPSCredTrades@wisconsin.gov](mailto:DSPSCredTrades@wisconsin.gov).

<b>Select One:</b> A.M. (starts at 8:00 a.m.) <input type="checkbox"/> <b>or</b> P.M. (starts at 1:00 p.m.) <input type="checkbox"/> (If taking a 2-part plumbing exam or 5-hour exam, you will be scheduled for both the A.M. <u>and</u> the P.M. session.)				
<b>Madison – (new location)</b> Hill Farms State Office Building 4822 Madison Yards Way Madison, WI 53705	<input type="checkbox"/> February 9, 2021	<input type="checkbox"/> February 10, 2021	<input type="checkbox"/> April 13, 2021	<input type="checkbox"/> April 14, 2021
	<input type="checkbox"/> June 1, 2021	<input type="checkbox"/> June 2, 2021	<input type="checkbox"/> August 24, 2021	<input type="checkbox"/> August 25, 2021
	<input type="checkbox"/> October 19, 2021	<input type="checkbox"/> October 20, 2021	<input type="checkbox"/> December 14, 2021	<input type="checkbox"/> December 15, 2021
<b>Brookfield – Sheraton (new location)</b> Sheraton Milwaukee Brookfield Hotel 375 South Moorland Road Brookfield, WI 53005	<input type="checkbox"/> January 5, 2021	<input type="checkbox"/> January 6, 2021	<input type="checkbox"/> March 23, 2021	<input type="checkbox"/> March 24, 2021
	<input type="checkbox"/> May 4, 2021	<input type="checkbox"/> May 5, 2021	<input type="checkbox"/> July 6, 2021	<input type="checkbox"/> July 7, 2021
	<input type="checkbox"/> September 21, 2021	<input type="checkbox"/> September 22, 2021	<input type="checkbox"/> November 2, 2021	<input type="checkbox"/> November 3, 2021
<b>Eau Claire – Sleep Inn and Suites</b> 5872 33rd Avenue Eau Claire, WI 54703	<input type="checkbox"/> February 23, 2021	<input type="checkbox"/> February 24, 2021	<input type="checkbox"/> April 20, 2021	<input type="checkbox"/> April 21, 2021
	<input type="checkbox"/> June 15, 2021	<input type="checkbox"/> June 16, 2021	<input type="checkbox"/> August 3, 2021	<input type="checkbox"/> August 4, 2021
	<input type="checkbox"/> October 5, 2021	<input type="checkbox"/> October 6, 2021		
<b>Appleton – Doubletree by Hilton Appleton</b> 150 South Nicolet Road Appleton, WI 54914	<input type="checkbox"/> January 19, 2021	<input type="checkbox"/> January 20, 2021	<input type="checkbox"/> March 9, 2021	<input type="checkbox"/> March 10, 2021
	<input type="checkbox"/> May 18, 2021	<input type="checkbox"/> May 19, 2021	<input type="checkbox"/> July 20, 2021	<input type="checkbox"/> July 21, 2021
	<input type="checkbox"/> September 8, 2021	<input type="checkbox"/> September 9, 2021	<input type="checkbox"/> November 16, 2021	<input type="checkbox"/> November 17, 2021

**RENEWAL REQUIREMENTS:** Please view the Department website at <http://dsps.wi.gov> under “Professions” and select “HVAC Qualifier.”

# Wisconsin Department of Safety and Professional Services

## 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:  /  /

**(Print and Sign Form)**