

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 78780  
Milwaukee, WI 53293-0780  
**FAX #:** (608) 267-0592  
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**Office Location:** 4822 Madison Yards Way  
Madison, WI 53705  
**E-Mail:** [DSPSCredTrades@wisconsin.gov](mailto:DSPSCredTrades@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING INSTRUCTIONS FOR JOURNEYMAN PLUMBER APPLICATION

### Requirements for Credential

Per [Wis. Stat. § 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 OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

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

#### **Method 1 – WI Apprenticeship and Examination**

Completing an apprenticeship and passing the Journeyman Plumber license examination.

1. **Application and Fee:** The fee consists of a \$10.00 application fee and a \$20.00 exam fee. When the exam is passed, the applicant will pay a \$180.00 prorated credential fee, based on a 4-year term from March 31<sup>st</sup>.
2. **Plumbing Apprenticeship:** A person applying for a Journeyman Plumber license examination shall have completed a plumbing apprenticeship program recognized under [Wis. Stat. ch. 106](#) or the Federal Department of Labor. **Attach** 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) 266-3332.
3. **Examination:** Select an exam date on Page 3. For additional information on exam content, please view the Department website at <http://dsps.wi.gov> under “Professions” and select “Journeyman Plumber.”

#### **Method 2A – Comity (Out-of-State) and Examination**

Completing an apprenticeship and passing the Journeyman Plumber license examination.

1. **Application and Fee:** The fee consists of a \$10.00 application fee and a \$20.00 exam fee. When the exam is passed, the applicant will pay a \$180.00 prorated credential fee, based on a 4-year term from March 31<sup>st</sup>.
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. ch. 106](#) or the Federal Department of Labor. **Attach** 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) 266-3332.
3. **Examination:** Select an exam date on Page 3. For additional information on exam content, please view the Department website at <http://dsps.wi.gov> under “Professions” and select “Journeyman Plumber.”

#### **Method 2B – Comity (Out-of-State) and Examination**

Completing 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 Fee:** The fee consists of a \$10.00 application fee and a \$20.00 exam fee. When the exam is passed, the applicant will pay a \$180.00 prorated credential fee, based on a 4-year term from March 31<sup>st</sup>.

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. **Attach** copy of certificate of completion of plumbing apprenticeship.
- (b) The person passed a journeyman plumber’s examination in any other state. (**See Examination Table: Method 2B (b).**)
- (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 requirement under this chapter 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. (**See Experience Table: Method 2B (c).**)

**Select** an exam date on Page 3. For additional information on exam content, please view the Department website at <http://dsps.wi.gov> under “Professions” and select “Journeyman Plumber.”

#### **Method 3 – 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 Fee:** The fee consists of a \$180.00 prorated credential fee, based on a 4-year term from March 31<sup>st</sup>. The fee table on Page 1 includes both the application fee and prorated credential fee. If the exchange is made at the time of renewal, a credential fee of \$180.00 for the Journeyman Plumber license shall be submitted.
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 CREDENTIAL PROCESSING

### APPLICATION FOR JOURNEYMAN PLUMBER LICENSE

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).

<b>PLEASE TYPE OR PRINT IN INK</b>		<input type="checkbox"/> Your name, address, phone number, and e-mail address are available to the public. Check box to withhold street address, phone number, and e-mail address from lists of 10 or more credential holders (Wis. Stat. § 440.14).	
<b>Last Name</b> <input type="text"/>	<b>First Name</b> <input type="text"/>	<b>MI</b> <input type="text"/>	<b>Date of Birth</b> <input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Address</b> (street, city, state, zip code) <input type="text"/>		<b>Daytime Telephone Number</b> <input type="text"/> - <input type="text"/> - <input type="text"/>	
<b>Social Security Number</b> <input type="text"/> - <input type="text"/> - <input type="text"/>		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.	
<b>Have you ever held a Trades credential in WI?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list your credential number: <input type="text"/>			
<b>E-mail Address</b> <input type="text"/>			

**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 Page 2 for further information)
- Method 1 - WI Apprenticeship and Exam**  
\$10.00 Application Fee  
\$20.00 Exam Fee  
**\$30.00 Total Fee Attached**
- Method 2A - Comity**  
\$10.00 Application Fee  
\$20.00 Exam Fee  
**\$30.00 Total Fee Attached**
- Method 2B - Comity**  
\$10.00 Application Fee  
\$20.00 Exam Fee  
**\$30.00 Total Fee Attached**
- Method 3 - WI Master Plumber License Exchange**  
(see Prorated Credential Fee Table below)
- Reinstatement Fee (credential expired more than 4 years)**  
\$10.00 Application Fee  
\$20.00 Exam Fee  
\$25.00 Late Renewal Fee  
**\$55.00 Total Fee Attached**

**APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**  **Fee and Application** (including signature on Page 4)

- Supporting Documentation for Method Applying by** (see Page i for instruction, i.e. letter of apprenticeship completion, copy of Master Plumber license)
- Is name on all credentials the same? If not, list former/maiden name(s):

Prorated Credential Fee Table – Method 3			
Select the month the application is mailed. The fee below includes both the application and credential fee.			
<input type="checkbox"/> January - \$146.25	<input type="checkbox"/> February - \$142.50	<input type="checkbox"/> March - \$138.75	<input type="checkbox"/> April - \$180.00
<input type="checkbox"/> May - \$176.25	<input type="checkbox"/> June - \$172.50	<input type="checkbox"/> July - \$168.75	<input type="checkbox"/> August - \$165.00
<input type="checkbox"/> September - \$161.25	<input type="checkbox"/> October - \$157.50	<input type="checkbox"/> November - \$153.75	<input type="checkbox"/> December - \$150.00

# Wisconsin Department of Safety and Professional Services

**ARE YOU A VETERAN?** If Yes, view the DSPS website at <https://dps.wi.gov/Pages/Professions/MilitaryLicensureBenefits.aspx> for information and eligibility requirements for veterans, service members, former service members, and their spouses.

If you qualify, are you requesting a waiver of your initial credentialing fee?  Yes  No

If Yes, provide a copy of WI Dept of Veterans Affairs (WDVA) voucher code and list your WDVA Voucher Code #: \_\_\_\_\_  
 (You may the WDVA at 1-800-947-8387 or [dva.wi.gov](http://dva.wi.gov) for assistance in obtaining a WDVA Voucher Code and/or documents related to your training.)

**CONTINUING EDUCATION AND RENEWAL REQUIREMENTS:** Please view the Department website at <http://dps.wi.gov> under "Professions" and select "Journeyman Plumber."

**EXPERIENCE TABLE: METHOD 2B (c)**

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 by method 2B. 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.

Month/Year Began	Month/Year Ended	Hours	Signature of Witness (Print and Sign Form)	License #	State	Phone # of Witness
□□ / □□	□□ / □□	□□	□□□□□□□□	□□□□□	□□	□□□□□□□
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**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:**

□□ / □□ / □□

# Wisconsin Department of Safety and Professional Services

**EXAMINATION TABLE: METHOD 2B (b)**

The applicant passed a journeyman plumber's examination in any other state, provide documentation below.

**Complete section below and return directly to DSPS:** You may fax/email to: (608) 267-0592 or [DSPSCredTrades@wisconsin.gov](mailto:DSPSCredTrades@wisconsin.gov).

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 style="width: 50px;" type="text"/>	<input style="width: 800px;" type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 800px;" type="text"/>

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

Title:  Date:  /  /

**TO SCHEDULE AN UPCOMING EXAM: METHODS 1, 2A and 2B:**

- 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>This exam has 2 parts. You will be scheduled for both sessions: A.M. (Starts at 8:00 a.m.) &amp; P.M. (Starts at 1:00 p.m.)</b>				
<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

# 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)**