

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING **INSTRUCTIONS FOR MASTER 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 305.91](#), a person who as a licensed Master Plumber is responsible for the installation or modification of plumbing shall utilize the appropriate credentialed persons to install or modify plumbing.

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

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

Method 1 – Experience/Degree and Examination

Completing the necessary hours of experience or having an engineering degree and passing the Master Plumber license examination.

1. **Application and Fee:** The fee consists of a \$20.00 application fee and a \$30.00 exam fee. When the exam is passed the applicant will pay a \$500.00 prorated credential fee, based on a 4-year term from March 31st.
2. **Experience or Engineering Degree:** A person applying for a Master Plumber license examination shall have completed **one** of the following:
 - a. **Experience:** Completed at least 1,000 hours of experience as a licensed Wisconsin Journeyman Plumber per year for at least three years. **Complete** the Experience Table on Page 2.
 - b. **Engineering Degree:** Graduated from an accredited engineering university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to plumbing. **Attach** a copy of transcripts or degree.
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 “Master Plumber.”

Method 2 – Comity (Out of State) and Examination

Completing an apprenticeship, required experience, or engineering degree and passing the Master Plumber license examination.

1. **Application and Fee:** The fee consists of a \$20.00 application fee and a \$30.00 exam fee. When the exam is passed the applicant will pay a \$500.00 prorated credential fee, based on a 4-year term from March 31st.
2. **Plumbing Apprenticeship, Experience or Engineering Degree:** A person applying for a Master Plumber license examination shall have completed **one** of the following:
 - a. **Plumbing Apprenticeship and Journeyman Plumber License:** 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 and have at least 1,000 hours of experience as a licensed Journeyman Plumber per year for at least three years. **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.
 - b. **Experience:** Hold a current plumbing license and have completed not less than 8 years of plumbing experience, of which 1,000 hours of experience per year for at least three years under the laws of another state, city, town, or village was obtained. **Attach** a copy of a state verification or current license. **Complete** the Experience Table on Page 2.
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 “Master Plumber.”

Method 3 – Wisconsin Master Plumber License which had been exchanged for a Journeyman Plumber License

A person who held a Wisconsin Master Plumber license but exchanged it for a Journeyman Plumber license may, upon application to the Department, exchange his or her current Journeyman Plumber license for a Wisconsin Master Plumber license.

1. **Application and Fee:** The fee consists of a \$500.00 prorated credential fee, based on a 4-year term from March 31st. 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 \$500.00 for the Master Plumber license shall be submitted.
2. **Master Plumber License:** **Attach** your original Master Plumber license. You must have completed the required continuing education.

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ARE YOU A VETERAN? If Yes, view the DSPS website at <https://dsps.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 for assistance in obtaining a WDVA Voucher Code and/or documents related to your training.)

EXPERIENCE TABLE: METHODS 1 AND 2

Document at least 1,000 hours per year of experience in plumbing work. 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 plumber licensed in a supervisory capacity. 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)	License #	State	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 DSPPSCredTrades@wisconsin.gov.

This exam has 2 parts. You will be scheduled for both sessions: A.M. (Starts at 8:00 a.m.) & P.M. (Starts at 1:00 p.m.)				
Madison – (new location) 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
Brookfield – Sheraton (new location) 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
Eau Claire – Sleep Inn and Suites 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		
Appleton – Doubletree by Hilton Appleton 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

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CONTINUING EDUCATION AND RENEWAL REQUIREMENTS: Please view the Department website at <http://dsps.wi.gov> under “Professions” and select “Master Plumber.”

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)