

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: DSPSCredTrades@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING **INSTRUCTIONS FOR POWTS MAINTAINER APPLICATION**

Requirements for Credential

Per [Wis. Admin. Code § SPS 305.36](#), a person who holds a POWTS Maintainer registration may evaluate, monitor and maintain POWTS components for the purpose of providing the management of a POWTS under [Wis. Admin. Code § SPS 383](#).

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 \$90 credential fee, based on a 4 year term from the date of issuance.
2. **Education or Experience:** A person applying for a POWTS Maintainer registration shall have completed **one** of the following:
 - a. **Education:** At least six hours in a course or courses approved under [Wis. Admin. Code § SPS 305.08](#) that relate to the theory, operation, maintenance, and inspection of POWTS treatment and dispersal components including instruction on all of the following:
 - Sand Filters
 - Effluent pumps and switches
 - Alarms and floats
 - Active filtration devices
 - Valves and solenoids for distributing effluent
 - Aerobic treatment units

Attach verification of attending one of these courses to obtain registration. For a list of approved courses, please view the Department website at <http://dsps.wi.gov> under “Professions” and select “POWTS Maintainer.”

- b. **Experience:** At least 60 hours of experience as a licensed Master Plumber, Master Plumber Restricted Service, Journeyman Plumber, or Journeyman Plumber Restricted Service installing POWTS treatment and dispersal components that involve installation of at least all the devices listed in the bullet points above. **Complete** the Experience Table on page 2.

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APPLICATION FOR POWTS MAINTAINER REGISTRATION

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, phone 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).

Last Name

First Name

MI

Date of Birth

Address (street, city, state, zip code)

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 below for further information)
- Initial Credential Fee**
\$15.00 Application Fee
~~\$90.00~~ Credential Fee
\$105.00 Total Fee Attached
- Reinstatement Fee (credential expired more than 4 years)**
\$15.00 Application Fee
\$90.00 Credential Fee
~~\$25.00~~ Late Renewal Fee
\$130.00 Total Fee Attached

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

- Fee and Application** (including signature on Page 2)
- Supporting Documentation** (see Page i for instruction, i.e. coursework verification)
- Is name on all credentials the same? If not, list former/maiden name(s):

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 call 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.)

