

Wisconsin Department of Safety and Professional Services

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Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: DPSPSCredTrades@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTIONS FOR COMMERCIAL ELECTRICAL INSPECTOR APPLICATION

Requirements for Credential

Per [Wis. Admin. Code. § SPS 305.62](#), no person may conduct the inspection of electrical wiring in public buildings and places of employment for the purpose of administering and enforcing [Wis. Admin. Code ch. SPS 316](#) unless the person holds a credential issued by the Department as a certified Commercial Electrical Inspector. A person holding a Commercial Electrical Inspector certification can inspect one- and two-family dwellings.

A person who inspects electrical construction work as a certified Commercial Electrical Inspector shall:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection report to the property owner or his or her agent;
- Make available to the Department upon request his or her inspection records.

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

A person may obtain a credential as a certified Commercial Electrical Inspector by **one** of the following methods:

Method 1 – Experience and Examination

Completing the necessary hours of experience and passing the Commercial Electrical Inspector certification examination.

1. **Application and Fee:** The fee consists of a \$15.00 application fee and a \$25.00 exam fee. When the exam is passed the applicant will pay a \$40.00 prorated credential fee, based on a 4-year term from June 30th.
2. **Experience:** A person applying for a Commercial Electrical Inspector certification examination shall have **one** of the following: (**Complete** the Experience Table on Page 2)
 - a. At least 1,000 hours per year for at least 6 years of experience in electrical work. If a person has successfully completed semesters in a school of electrical engineering or other accredited college, university, technical or vocational school in an electrical related program, the applicant may claim 500 hours per semester of experience, with no more than 3,000 hours and 3 years of experience, towards the required experience. **Attach** a copy of transcripts, if applicable.
 - b. At least 1,000 hours per year for at least 3 years of experience in electrical work and has a degree in electrical engineering from an accredited college or university. **Attach** a copy of transcripts from the school or university if you have a degree in engineering.
 - c. At least 1,000 hours per year for at least 3 years of experience in electrical work and holds a credential under [Wis. Stat. ch. 443](#) as a registered Professional Engineer, a registered Architect, or a certified Designer of Electrical Systems. **Attach** a copy of current Wisconsin license.
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 “Commercial Electrical Inspector.”

Method 2 – Proof of Current Licensure/Certification

Submitting evidence of holding a current license/certification.

1. **Application and Fee:** The fee consists of a \$15.00 application fee and a \$40.00 prorated credential fee, based on a 4-year term from June 30th. The fee table on Page 1 includes both the application fee and prorated credential fee.
2. **Current License:** **Attach** a copy of one of the following current certifications:
 - Wisconsin Master Electrician license
 - Electrical Inspector or Commercial Electrical Inspector certification issued by the International Code Council (ICC)
 - Master Electrical Inspector certification issued under the International Association of Electrical Inspectors/National Fire Protection Association

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

APPLICATION FOR COMMERCIAL ELECTRICAL INSPECTOR 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 <input style="width:95%;" type="text"/>	First Name <input style="width:95%;" type="text"/>	MI <input style="width:95%;" type="text"/>	Date of Birth <input style="width:25%;" type="text"/> / <input style="width:25%;" type="text"/> / <input style="width:25%;" type="text"/>
Address (street, city, state, zip) <input style="width:95%;" type="text"/>			Daytime Telephone Number <input style="width:25%;" type="text"/> - <input style="width:25%;" type="text"/> - <input style="width:25%;" type="text"/>
Social Security Number <input style="width:25%;" type="text"/> - <input style="width:25%;" type="text"/> - <input style="width:25%;" 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.	
Have you ever held a Trades credential in WI? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list your credential number: <input style="width:150px;" type="text"/>			
E-mail Address <input style="width:95%;" 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 further information below)
- Method 1 - Experience and Examination**
 \$15.00 Application Fee
 \$25.00 Exam Fee
\$40.00 Total Fee Attached
- Method 2 – Proof of Current Licensure/Certification**
 (see Prorated Credential Fee Table below)
- Reinstatement Fee (credential expired more than 4 years)**
 (\$25.00 Late Renewal Fee + Method 1 or Method 2 fee)

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

- Fee and Application** (including signature on Page 3)
- Supporting Documentation for Method Applying by** (see Page i for instruction, i.e. copy of transcripts, proof of current license/certification)
- Is name on all credentials the same?** If not, list former/maiden name(s):

Prorated Credential Fee Table – Method 2			
Select the month the application is mailed. The fee below includes both the application and credential fee.			
<input type="checkbox"/> January - \$50.02	<input type="checkbox"/> February - \$49.19	<input type="checkbox"/> March – \$48.36	<input type="checkbox"/> April - \$47.53
<input type="checkbox"/> May - \$46.70	<input type="checkbox"/> June - \$45.87	<input type="checkbox"/> July – \$55.00	<input type="checkbox"/> August - \$54.17
<input type="checkbox"/> September - \$53.34	<input type="checkbox"/> October - \$52.51	<input type="checkbox"/> November - \$51.68	<input type="checkbox"/> December - \$50.85

ARE YOU A VETERAN? If yes, please view the Department website at <https://dps.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.WISVETS.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: METHOD 1

Document at least 1,000 hours per year of experience in electrical work. Use a separate row for each 12-month period. The witness must have observed or had knowledge of the number for work hours performed in electrical work. If a person has completed semesters in a school of electrical engineering or an accredited college, university, technical or vocational school in an electrical related program, the applicant may claim 500 hours for each semester up to a total of 3,000 hours and 3 years towards the required experience. 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 OR Name of School	Phone # of Witness
□□ / □□	□□ / □□	□□□	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> (If Witness, Print and Sign Form)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
□□ / □□	□□ / □□	□□□	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> (If Witness, Print and Sign Form)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
□□ / □□	□□ / □□	□□□	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> (If Witness, Print and Sign Form)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
□□ / □□	□□ / □□	□□□	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> (If Witness, Print and Sign Form)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
□□ / □□	□□ / □□	□□□	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> (If Witness, Print and Sign Form)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

TO SCHEDULE AN UPCOMING EXAM: METHOD 1

- 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.

Select One : A.M. (starts at 8:00 a.m.) <input type="checkbox"/> or 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.)				
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

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

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)