

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

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTIONS FOR COMMERCIAL PLUMBING INSPECTOR APPLICATION

Requirements for Credential

Per [Wis. Admin. Code § 305.625](#), a person who holds a credential issued by the Department as a certified Commercial Plumbing Inspector may conduct plumbing inspections and plumbing plan reviews for the purpose of administering and enforcing [Wis. Admin. Code § SPS 325](#).

A person who inspects plumbing as a certified Commercial Plumbing 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 his or her inspection records available to the Department upon request.

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

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

Method 1 – Examination

Taking and passing the Commercial Plumbing Inspector certification examination.

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 \$40 prorated credential fee, based on a 4-year term from June 30th.
2. **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 Plumbing Inspector.”

Method 2 – Holding a Master Plumber or Journeyman Plumber License

Holding a current Wisconsin Master Plumber or Journeyman Plumber license.

1. **Application and Fee:** The fee consists of a \$15 application fee and a \$40 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 current Wisconsin Master Plumber or Journeyman Plumber license.

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

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

APPLICATION FOR COMMERCIAL PLUMBING 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		<input type="checkbox"/> 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Address (street, city, state, zip)			Daytime Telephone Number
<input type="text"/>			<input type="text"/> - <input type="text"/> - <input type="text"/>
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.		
<input type="text"/>			
Have you ever held a Trades credential in WI? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list your credential number: <input type="text"/>			
Email Address			
<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 below for further information)
- Method 1 - Examination**
\$15.00 Application Fee
\$25.00 Exam Fee
\$40.00 Total Fee Attached
- Method 2 - Proof of Current Licensure**
(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 2)
- Supporting Documentation for Method Applying by** (see Page i for instruction, i.e. proof of current WI Master Plumber or Journeyman Plumber license)
- 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://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.WISVETS.com for assistance in obtaining your DVA Voucher Code and/or documents related to your training.

Wisconsin Department of Safety and Professional Services

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

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

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

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)