

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTIONS FOR UDC ELECTRICAL INSPECTOR APPLICATION

Requirements for Credential

Per [Wis. Admin. Code § 305.63](#), no person may conduct the inspection of one- and two-family dwellings for the purpose of administering and enforcing [Wis. Admin. Code § SPS 316](#) and [Wis. Admin. Code § SPS 324](#) unless the person holds a certification issued by the Department as a certified UDC Electrical Inspector.

A person who inspects one- and two-family dwellings as a certified UDC 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 UDC Electrical Inspector by **one** of the following methods:

Method 1 – Examination

Taking and passing the UDC 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. **Examination:** Select an exam date on Page 2. For additional information on exam content, please view the Department website at <http://dps.wi.gov> under “Professions” and select “UDC Electrical Inspector.”

Method 2 – Proof of Current Licensure/Certification

Submitting evidence of holding a current license or 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/Certification:** Attach a copy of current license/certification of one of the following:
 - Wisconsin Journeyman Electrician license
 - Wisconsin Residential Master Electrician license
 - Wisconsin Master Electrician license
 - Certified Electrical Inspector Residential issued under International Association of Electrical Inspectors /National Fire Protection Association

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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 – East Side Club (new location) 3735 Monona Drive, Madison, WI 53714	February 4, 2020	April 1, 2020	June 2, 2020	August 11, 2020
	October 6, 2020	December 8, 2020		
Pewaukee – Holiday Inn (new location) Pewaukee Milwaukee West N14 W24140 Tower Place Pewaukee, WI 53072	January 8, 2020	March 12, 2020	May 14, 2020	July 1, 2020
	September 23, 2020	November 3, 2020		
Eau Claire – Sleep Inn and Suites 5872 33 rd Ave., Eau Claire, WI 54703	February 25, 2020	April 15, 2020	June 16, 2020	August 25, 2020
	October 20, 2020			
Appleton – Doubletree by Hilton (new location) 150 S. Nicolet Rd., Appleton 54914	January 23, 2020	March 17, 2020	May 20, 2020	July 14, 2020
	September 9, 2020	November 10, 2020		

CONTINUING EDUCATION AND RENEWAL REQUIREMENTS: Please view the Department website at <http://dsps.wi.gov> under "Professions" and select "UDC Electrical 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: / / - - -