



Memorandum

Date: April 10, 2020

To: Cross Connection Control Testers
Automatic Fire Sprinkler System Testers
Dwelling Contractor Qualifiers
Elevator Mechanics
Elevator Mechanics – Restricted
Lift Mechanics
POWTS Maintainers
Registered Electricians

From: Dawn B. Crim, Secretary-designee

RE: Continuing Education (CE) Waiver Requests During Public Health Emergency

We are working hard to ensure that all our customers are aware of the steps we are taking to maintain services and support our constituents during the public health emergency. We also understand that, as a result of COVID-19 related interruptions and cancellations, some individuals with licenses expiring in the near future may experience difficulty meeting continuing education requirements. Therefore, we are accepting requests for CE waivers for licenses that are renewing during the public health emergency. These requests will be considered on a case-by-case basis.

If you would like to request a waiver, please include your request and a supporting personal statement with your application materials. In your personal statement, be sure to indicate how and why the COVID-19 public health emergency prevented you from completing your continuing education requirements. When possible, requests for waiver should be emailed to the department at dspscredtrades@wisconsin.gov. Due to delays in mail service and COVID-19 related staffing adjustments, requests sent via mail may be delayed.

We know that most conventions, conferences and in-person learning opportunities are unavailable at the moment. However, we encourage all credential-holders—regardless of license renewal dates—to prioritize their license requirements, explore remote CEU offerings and use any available time to pursue opportunities. For many fields, online learning is and has been readily available and accessible and we will take this into consideration when we review waiver requests.