

Wisconsin Department of Safety and Professional Services

Address: 4822 Madison Yards Way
 Madison, WI 53705
 FAX #: (608) 251-3018
 Phone #: (608) 266-2112
 Website: <http://dsps.wi.gov>

Please send materials via e-mail:

DSPScourseapproval@wisconsin.gov

OFFICE OF EDUCATION AND EXAMINATIONS

Request for Trades Education Course Approval

If you obtain approval for this course and it is other than a face-to-face training session, you must inform students that they may not retake the same course for credit more than once during the 1-, 2- or 4-year term of their specific credential.

Course Provider Name (Business, School, Institute, Individual, etc.)	Address No. & Street, or P.O. Box:
Contact Person (First & Last)	City, Town or Village, State, Zip + 4 Code:
DSPS Customer ID number (If already provided)	Telephone No. (include area code):
E-mail Address:	
Fill in the Course Name/Title:	
Type of course: <input type="checkbox"/> Instructor-led, Face-to-Face Training (including webinar, Microsoft Teams etc.) <input type="checkbox"/> Student-paced Training (Internet, DVD, Broadcast, Correspondence): Number of review questions: _____ Total Course Hours: _____	
PLUMBING <input type="checkbox"/> Master Plumber <input type="checkbox"/> Master Plumber-Restricted Appliance <input type="checkbox"/> Commercial Plumbing Inspector <input type="checkbox"/> Utility Contractor <input type="checkbox"/> Cross Connection Control Tester	<input type="checkbox"/> Journeyman Plumber <input type="checkbox"/> Journeyman Plumber-Restricted Appliance <input type="checkbox"/> Journeyman Plumber-Restricted Service <input type="checkbox"/> Master Plumber-Restricted Service
POWTS <input type="checkbox"/> POWTS Maintainer <input type="checkbox"/> POWTS Inspector	<input type="checkbox"/> Soil Tester Certification
BUILDING <input type="checkbox"/> Commercial Building Inspector <input type="checkbox"/> Dwelling Contractor Qualifier	<input type="checkbox"/> Manufactured Home Installer
UDC <input type="checkbox"/> UDC-Plumbing Inspector <input type="checkbox"/> UDC-HVAC Inspector	<input type="checkbox"/> UDC-Construction Inspector <input type="checkbox"/> UDC-Electrical Inspector
ELECTRICAL <input type="checkbox"/> Master Electrician <input type="checkbox"/> Registered Electrician <input type="checkbox"/> Residential Master Electrician <input type="checkbox"/> Commercial Electrical Inspector	<input type="checkbox"/> Journeyman Electrician <input type="checkbox"/> Industrial Journeyman Electrician <input type="checkbox"/> Residential Journeyman Electrician
ELEVATOR <input type="checkbox"/> Elevator Mechanic <input type="checkbox"/> Elevator Mechanic-Restricted	<input type="checkbox"/> Lift Mechanic <input type="checkbox"/> Elevator Inspector
SPRINKLERS <input type="checkbox"/> Automatic Fire Sprinkler Contractor <input type="checkbox"/> Automatic Fire Sprinkler Contractor-Maintenance	<input type="checkbox"/> Journeyman Automatic Fire Sprinkler Fitter <input type="checkbox"/> Automatic Fire Sprinkler Tester
BOILERS <input type="checkbox"/> Boiler Inspector	
INITIAL QUALIFIER <input type="checkbox"/> Multi-Purpose Piping Initial Qualifier <input type="checkbox"/> POWTS Maintainer Initial Qualifier <input type="checkbox"/> Dwelling Contractor Qualifier Initial Qualifier	<input type="checkbox"/> Cross Connection Control Tester Initial Qualifier <input type="checkbox"/> Soil Erosion Inspection Initial Qualifier <input type="checkbox"/> Manufactured Home Installer Initial Qualifier

Instructions: Use this form to apply for approval to offer your course for continuing education credit.

Step 1: Complete the first page of this form. Please include all contact information including email address.

- Some credential types require an initial ‘Qualifier’ course be completed before an applicant can apply for their credential. If your course is designed to be offered as a ‘Qualifier’ training course, be sure to check the proper box, and include the term ‘Qualifier’ as the first word in the title.

Step 2: Provide the following application materials:

- **Course summary** describing in detail the subject matter to be taught and how this course relates to the job activities and responsibilities of the credential categories you have indicated on the application.
- **Course outline** detailing the total length of the course and the length of time spent on each subject. Express course length in ½ hour increments. If the course is divided into short, independent courses, submit a separate course application for each part.
- **Educational materials** including handout(s), video(s), PowerPoint(s), access to online course
- **Review questions:**
 - **For student-paced courses (online, DVD, broadcast, correspondence):**
 - If this is an interactive course with knowledge checkpoints and a time requirement, submit at least 10 review questions for each credit hour you are requesting.
 - If this is a question-and-answer based course using readily available public materials such as a codebook, at least 30 questions per hour must be submitted.
 - Students must correctly answer at least 70% of the questions to receive credit.
 - **For instructor-led, face-to-face courses** (including webinar, Microsoft Teams etc.) review questions are not required.

Step 3: Send the educational course application and application materials to the email address on the application at least 30 days prior to the date the course will be offered. DSPScourseapproval@wisconsin.gov.

Step 4: Courses will be approved or denied within 21 calendar days of receiving this application. Do not offer your course for credit before you have received approval. Students who complete your course before it is approved will not receive credit. When your course is approved, a letter will be sent showing the hours of approved credit, the credentials to which the hours of approved credit apply, the expiration date of the course, and the course identification number.

Step 5: After you have received approval, you may offer your course for credit. You **must:**

- Maintain an attendance record of all students who have successfully completed the course for at least five years from the course completion date. The record must include the course identification number, the course completion date, the name of each student, and the student’s customer ID number. Note: Be sure to obtain the customer ID number of the **student**, and not of the student’s **business**.
- Provide a written, printed, or e-mailed attendance record to **each student**. This record must include the course identification number, the course completion date, the name of the student, and the student’s customer ID number. Instruct your students to retain this document for their records.
- Report all course attendance information to the Department of Safety and Professional Services within 14 calendar days of the course completion date. Use the information on your course approval letter to report this information electronically.

Step 6: Course approvals have a five-year term. A renewal notice will be sent at least 30 days before the expiration date. If a course is not renewed, students attending the course after the expiration date will not receive credit.