## **Wisconsin Department of Safety and Professional Services**

Office Location: 4288 Madison Yards Way Madison, WI 53705

Madison, WI 53705 Email: dsps@wisconsin.gov Phone Number: (608) 266-2112 Website: http://dsps.wi.gov

LicensE Portal: https://license.wi.gov/

#### DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

#### REGISTERED MASTER ELECTRICIAN APPLICATION INFORMATION

#### **Requirements for Credential**

Per Wis. Stat. § 101.862, no person may install, repair or maintain electrical wiring unless the person is licensed as an electrician by the Department or unless the person is enrolled as a registered Electrician by the Department.

Per Wis. Admin. Code § SPS 305.437, for any electrical installation that is required to have a uniform building permit under Wis. Admin.

Code § SPS 320.08, a person who holds a Registered Master Electrician registration may not commence installation of electrical wiring until a permit is issued for the installation. A person who is a Registered Master Electrician is responsible for the installation, repair or maintenance of electrical wiring shall utilize the appropriately licensed or registered individuals to construct, install, repair or maintain electrical wiring.

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

- 1. <u>Application and Fees</u>: Apply and pay fees online in LicensE, <a href="https://license.wi.gov">https://license.wi.gov</a>. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. **NOTE:** If DSPS requests additional documents they must be uploaded within three (3) months from the date they were requested. Failure to do so may result in having to submit a new application and pay fees. This registration does not expire.
- 2. **Date of Birth and Experience**: A person applying for a Registered Master Electrician registration shall meet **both** of the following:
  - a. **Date of Birth**: Born on or before January 1, 1956. Upload a **copy** of a government issued identification that documents your date of birth on or before January 1, 1956.
  - b. **Experience**: At least 15 years of experience in installing, repairing, or maintaining electrical wiring. See Form 3109T on the next page and complete it according for form instructions.

#3109 (Rev. 1/8/2024) Class Code 7631

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**APPLICANT** Complete the applicant section of the form. Complete the table below and then upload it into your LicensE

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### DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING REGISTERED MASTER ELECTRICIAN EXPERIENCE FORM (3109T)

First Name	account, https://license.wi.gov.						
(See previous page i, Form 3109 page i, for information.)  EXPERIENCE TABLE Document at least 15 years of experience in installing, repairing, or maintaining electrical wiring. The time period does not have to be consecutive years from one row to the next. (Upload additional sheets if necessary.)  Start (Month/Year)  End (Month/Year)  Name of Company	Last Name		First Name MI		Former/Maiden Name(s)		
(See previous page i, Form 3109 page i, for information.)  EXPERIENCE TABLE Document at least 15 years of experience in installing, repairing, or maintaining electrical wiring. The time period does not have to be consecutive years from one row to the next. (Upload additional sheets if necessary.)  Start (Month/Year)  End (Month/Year)  Name of Company							
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