

# Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way  
Madison, WI 53705  
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](https://license.wi.gov)  
Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### AUTOMATIC FIRE SPRINKLER CONTRACTOR LICENSE APPLICATION INFORMATION

#### **Requirements for Credential**

Per [Wis. Admin. Code § SPS 305.50](#), pursuant to [Wis. Stat. §§ 145.15 \(4\), 145.165 and 145.175](#), no person may install, maintain or repair automatic fire sprinkler systems unless the person holds a license or registration issued by the Department as a licensed Automatic Fire Sprinkler Contractor, a licensed Journeyman Sprinkler Fitter, a registered Automatic Fire Sprinkler System Apprentice, a registered Automatic Fire Sprinkler Contractor Maintenance, or a registered Automatic Fire Sprinkler Fitter Maintenance. A credential is not required if a person is repairing, replacing, or maintaining electrical supervisory devices for existing automatic fire sprinkler systems.

No person may conduct the annual activities relative to inspection and testing of an existing automatic fire sprinkler system and components as required by [Wis. Admin. Code ch. SPS 314](#) unless the person holds a license or registration issued by the Department as a licensed Automatic Fire Sprinkler Contractor, a licensed Journeyman Sprinkler Fitter, a registered Automatic Fire Sprinkler System Apprentice, a registered Automatic Fire Sprinkler Contractor Maintenance, a registered Automatic Fire Sprinkler Fitter Maintenance or a registered Automatic Fire Sprinkler System Tester or a registered Automatic Fire Sprinkler System Tester Learner.

Per [Wis. Admin. Code § SPS 305.51](#), except for work performed on an automatic fire sprinkler system by a person who holds an Automatic Fire Sprinkler Contractor Maintenance registration, a person licensed as an Automatic Fire Sprinkler Contractor shall be responsible for each installation of an automatic fire sprinkler system.

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

1. **Application and Fees:** Apply and pay fees online in LicensE, <https://license.wi.gov>. 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 fees.
2. **Experience/Education/Certification:** A person applying for an Automatic Fire Sprinkler Contractor license examination shall have completed **one** of the following qualifications related to the engineering, principles and skills associated with the design, installation, and maintenance of automatic fire sprinkler systems:
  - a. **Experience:** At least 1,000 hours of experience per year for at least 3 consecutive years as a licensed Journeyman Automatic Fire Sprinkler Fitter. **Complete** the Form 3113T on the next page.
  - b. **Education:** Graduated from an accredited 4-year university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to automatic fire sprinklers. **Upload** a copy of transcripts.
  - c. **Experience and Education:** At least 1,000 hours of experience per year for at least 7 years in automatic fire sprinkler design or installation. Each semester spent full time in a school of civil or mechanical engineering or other accredited college, university, technical or vocational school in an automatic fire sprinkler related program shall be considered equivalent to 500 experience hours, with no more than 3,000 hours and 3 years of experience through education being credited toward the 7 years of experience. **Complete** the Form 3113T on the next page. **Upload** a copy of transcripts, if applicable.
  - d. **Certification:** A level III certification in fire protection/automatic fire sprinkler system layout from the National Institute for Certification in Engineering Technologies (NICET). **Upload** a copy of the certification.
3. **Examination:** You will be made eligible to test after your application has been submitted and reviewed. If additional documents are required you will be made eligible to test after all documentation has been received and reviewed. A communication will be sent once you are made eligible to test. Please check your junk or spam email folders. You can also check the status of your application by entering your Preliminary application Number (PAR) at <https://license.wi.gov/s/application-status-lookup>. If you fail an exam, you must login to LicensE, <https://license.wi.gov>, and pay another exam fee.

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING AUTOMATIC FIRE SPRINKLER CONTRACTOR EXPERIENCE FORM (3113T)

**APPLICANT** Complete the applicant section of the form. Obtain the required signatures in the Experience Table then upload the completed form into your LicensE account, <https://license.wi.gov>.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Former/Maiden Names: \_\_\_\_\_

Preliminary Application Number (PAR): \_\_\_\_\_

At least 1,000 hours of experience per year for at least 7 years in automatic fire sprinkler design or installation. Each semester spent full time in a school of civil or mechanical engineering or other accredited college, university, technical or vocational school in an automatic fire sprinkler related program shall be considered equivalent to 500 experience hours, with no more than 3,000 hours and 3 years of experience through education being credited toward the 7 years of experience. Upload a copy of transcripts, if applicable. Use additional pages if needed. See page i of Form 3113 for further information.

Began (mm/yyyy)	End (mm/yyyy)	Hours	Witness Printed Name	Witness Phone No.	Witness Signature (If unable to provide a digital signature print and sign form.)
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