



# Credential Application

Remit to:  
 State of Wisconsin  
 Department of Commerce-Credentialing  
 P.O. Box 78780  
 Milwaukee WI 53293-0780  
 Phone (608) 261-8467  
 TTY: Contact Through Relay  
 7:45 a.m. - 4:30 p.m.  
 E-mail: madisoncred@commerce.state.wi.us

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**THE CREDENTIAL WILL NOT BE PROCESSED UNLESS YOU :**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

**Instructions:** Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

\_\_\_\_\_

Applicant's Signature Date (mo/day/yr)

**Send application and payment to:** State of Wisconsin, Department of Commerce-Credentialing, P.O. Box 78780, Milwaukee, WI 53293-0780

**Overnight mail delivery and Office location:** State of Wisconsin, Department of Commerce-Credentialing 201 W. Washington Ave., Madison, WI 53703

**All other correspondence:** Wisconsin Department of Commerce, Safety & Buildings Div., P.O. Box 7082, Madison, WI 53707

## JOURNEYMAN PLUMBER LICENSE- COST CODE 7630

**Reason for Credential:** Except as provided under s. 145.06 (4) Stats., and pursuant to s. 145.06, Stats., no person may install plumbing unless the person holds a credential issued by the department as a licensed master plumber, licensed master plumber-restricted, licensed journeyman plumber, licensed journeyman plumber-restricted, registered plumbing apprentice, registered plumbing learner-restricted, registered utility contractor or registered pipe layer.

A person holding a journeyman plumber license may apply without examination for a POWTS inspector certification.

**Requirements of Credential:** The plumbing activities that may be undertaken by a person who holds a credential as a licensed journeyman plumber shall be performed under the general supervision of a person who holds a master plumber license, master plumber-restricted license, or utility contractor license. A journeyman plumber who is working under the general supervision of a licensed master plumber-restricted or licensed utility contractor is limited to the type of plumbing installations associated with the specific license of the person providing the supervision. A person who holds the credential shall carry on his or her person the card issued by the department while performing or conducting the activity or activities permitted under the credential.

A business engaged in the installation of plumbing that utilizes plumbing learners shall maintain a ratio of at least one journeyman plumber or journeyman plumber-restricted for each plumbing learner. For this purpose, a master plumber or master plumber-restricted may act as a journeyman plumber or journeyman plumber-restricted, respectively.

**Education Hours Required to Renew:** The renewal of a license as a journeyman plumber shall be contingent upon the journeyman plumber obtaining at least 24 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a journeyman plumber may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

If you pass the exam to obtain this credential, you will not be required to take any continuing education prior to your first expiration date. You will be required to fulfill the continuing education requirements starting after you have renewed your credential for the first time. If you obtain this credential by any other method, you will be required to fulfill the continuing education requirements at least 3 months prior to your expiration date.

The Construction Codes Report may contain advertisements for courses, lectures or seminars which will count towards continuing education for a journeyman plumber license.

## **APPLYING FOR JOURNEYMAN PLUMBER LICENSE**

A person may obtain a credential as a licensed journeyman plumber by one of the following methods:

- Method 1     Completing an apprenticeship and taking and passing the journeyman plumber license examination.
- Method 2     Submitting evidence that the person possesses a journeyman plumber license-retiree.
- Method 3     A person who holds a master plumber license may, upon application to the department, exchange his or her master plumber license, for a journeyman plumber license. If the exchange is made at the time of renewal a credential fee of \$180 for the journeyman plumber license shall be submitted.

Apply for the credential by following the instructions for method 1, method 2 or method 3.

**Special Processing Note:** If you hold a current license from another state, or under the ordinances of any city, town or village, you must first complete a petition for variance in accord with Comm 5.90 (4)(c) and (d), Wisconsin Administrative Code. Upon successful completion of the variance process, complete the examination application as specified in Method 1 and provide a copy of the petition approval correspondence.

A petition application and information on the petition process may be obtained by contacting the Safety and Buildings Plan Entry Unit at 608/261-8491. The Application for Credentialing Petition for Variance (form SBD-9890COMM5) can also be found on our Website at <http://www.commerce.state.wi.us/SB/SB-DivForms.html>

### **METHOD 1 - Apprenticeship and Examination**

**Application and Exam Fee (nonrefundable):** \$30.00           class code 7630

Make checks payable to: Department of Commerce. The fee consists of a \$10 application fee and an exam fee of \$20. When the exam is passed, the applicant will be asked to pay a \$180 license fee which will be prorated because the license expires on a specific date. The license, which will be issued after the exam is passed and the prorated license fee paid, will be effective for 4 years from March 31<sup>st</sup>.

**Qualifications for Examination:** A person applying for a journeyman plumber license examination shall have completed a plumbing apprenticeship program recognized under ch. 106, Stats.

**ATTACH** to this form a photocopy of a letter from the Wisconsin Bureau of Apprenticeship Standards stating that you have satisfied the requirements of a plumbing apprenticeship program in order to take the exam and the program has been recognized by the department under ch. 106, Stats., and the federal department of labor. If you have questions regarding the letter, call or write to one of the following Bureau of Apprenticeship Standards offices:

Telephone	Address (Please address to Bureau of Apprenticeship Standards Office)
(414) 227-4389 (414) 227-4398 & (414) 227-4973	State Office Building, 819 North 6th St, Rm 516, Milwaukee WI 53203
(920) 492-5618	Northeast Wisconsin Technical College, PO Box 19042, Green Bay WI 54307-9042
(920) 832-5303 & (920) 996-4550 (vacant)	Fox Valley Technical College, 1825 N Bluemound Dr, PO Box 2277, Appleton WI 54912-2277
(920) 929-3184	N5887 Cty Hwy W, Fond du Lac WI 54935
(608) 246-3887 & (608) 246-7900	Madison Area Technical College, 2125 Commercial Avenue, Madison WI 53704
(608) 785-9176	Western Wisconsin Tech College, 402 North Eighth St, LaCrosse WI 54601
(715) 675-3331 Ext. 4238	North Central Technical College, 1000 Campus Drive, Wausau WI 54401
(715) 723-0261	Chippewa Valley Technical College, 770 Scheider Rd, Rm 203, Chippewa Falls, WI 54729
(262) 335-5849	Moraine Park Technical College, 737 S 3 <sup>rd</sup> St., West Bend, WI 53905
(262) 695-7778	Pewaukee Workforce Dev. Center, 892 Main St., Suite J, Pewaukee, WI 53072

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover Chapter 145, Wisconsin Statutes; and chapters Comm 5 and Comm 82-87, Wisconsin Administrative Code; NFPA 13D-2002. The exam is open code book, component manuals, NFPA, and statutes.

**When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date. Current code development projects can be viewed here: <http://commerce.wi.gov/SB/SB-CodeDevelopment.html>**

Copies of current Wisconsin Administrative Code and Chapter 145 may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. The NFPA standards 13 (2002 edition) of the National Fire Protection Association may be ordered from the National Fire Protection Association @ (800) 344-3555.

You will need to have a working knowledge of the component manuals for the various POWTS. You will need to bring these to the exam site. These can also be purchased through Document Sales @ (608) 266-3358 or @ (800) 362-7253. The publication titles and numbers are as follows:

Form #	Document Title
SBD-10571-P	Holding Tank
SBD-10855-P	Holding Tank Version 2.0
SBD-10567-P	Conventional Soil Absorption
SBD-10573-P	Pressure Distribution
SBD-10572-P	Mound
SBD-10570-P	At-Grade
SBD-10854-P	At-Grade Version 2.0
SBD-10656-P	Split Bed Recirculating Sand Filter System
SBD-10595-P	Single Pass Sand Filter
SBD-10628-P	Recirculating Sand Filter
SBD-10657-P	Drip-Line Effluent Dispersal
SBD-10705-P	In-Ground Soil Absorption
SBD-10691-P	Mound
SBD-10706-P	Pressure Distribution
SBD-10706-P	Pressure Distribution

Additional training materials relating to this credential are available and may also be ordered through Document Sales @ (608) 266-3358 or @ (800) 362-7253. They are intended to be training guides and may not match the current code.

SBD-8536-P	Cross Connection Control Manual
SBD-8869-P	Drain and Vent System Design
SBD-8036-P	Sizing the Water Supply System
SBD-9138-P	Wisconsin Water Treatment Handbook
SBD-10089-P	Wisconsin POWTS Inspector Handbook

SBD-9046-P	Soil & Site Evaluation Handbook
SBD-10810-P	Multipurpose Piping Systems Design Manual

<b>Exam Name:</b> Journeyman Plumber	This is a 6-hour exam
Daytime Phone Number:	

**To Schedule a 2010 exam:**

- Choose a city and put a check mark behind the date you would like to take the exam.
- Record a telephone number where you can be reached during the day in case that exam is filled.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen.** Keep a copy of this application for your records.
- If special accommodations are needed, contact Safety and Buildings, 608-261-8467, prior to submitting your application.
- You will receive a letter from S&B when division staff processes your exam request.

**Exams will no longer be offered at Saturday locations after December 13, 2009.**

Select one: AM (Starts at 8 a.m.)  or PM (Starts at 1 p.m.)

**Pewaukee - Country Springs Hotel & Conference Center, 2810 Golf Road, Pewaukee, WI 53072**

January 26  February 24  March 17  April 21  May 25  June 22  July 21  August 25   
September 8  October 29  November 24

**Green Bay – Comfort Suites & Rock Garden Conference Center, 1951 Bond Street, Green Bay, WI 54303**

February 9  April 14  June 9  August 11  October 5  December 8

**Tomah – Cranberry Country Lodge & Conference Center, 319 Wittig Road, Tomah, WI 54660**

March 10  May 12  July 7  September 22  November 10

**METHOD 2 - Possession of a Journeyman Plumber License-Retiree**

The fee for applying for the credential using method 2 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$166.25	May	\$196.25	September	\$181.25
February	\$162.50	June	\$192.50	October	\$177.50
March	\$158.75	July	\$188.75	November	\$173.75
April	\$200.00	August	\$185.00	December	\$170.00

Record the amount of the fee you will be sending in the box below:

**Fee Submitted (nonrefundable):** \$  class code 7630

Make checks payable to: Department of Commerce. The fee consists of a \$10 application fee and a prorated \$180 credential fee. The credential will be effective for 4 years from March 31<sup>st</sup>.

**ATTACH** the original of your journeyman plumber license-retiree.

Note: Retiree licenses have been discontinued and once turned in will not be reissued.

**METHOD 3 - Possession of a Master Plumber License to be exchanged for a Journeyman Plumber License**

The fee for applying for the credential using method 3 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$146.25	May	\$176.25	September	\$161.25
February	\$142.50	June	\$172.50	October	\$157.50

March	\$138.75	July	\$168.75	November	\$153.75
April	\$180.00	August	\$165.00	December	\$150.00

Record the amount of the fee you will be sending in the box below:

**Fee Submitted (nonrefundable):**  class code 7030

Make checks payable to: Department of Commerce. The fee consists of a prorated \$180 credential fee. The credential will be effective for 4 years from March 31<sup>st</sup>.

**ATTACH** a photocopy of your master plumber license. Keep your original copy of your master plumber license in case you decide to reacquire your master plumber license at some future date.

You must have completed the necessary hours of continuing education.