

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 78780  
Milwaukee, WI 53293-0780  
**FAX #:** (608) 267-0592  
**Phone #:** (608) 266-2112

**Office Location:** 1400 E. Washington Avenue  
Madison, WI 53703  
**E-Mail:** [DSPSCredTrades@wi.gov](mailto:DSPSCredTrades@wi.gov)  
**Website:** <http://dsps.wi.gov>

## **DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING** **INSTRUCTIONS FOR MASTER ELECTRICIAN APPLICATION**

### **Requirements for Credential**

Per [Wis. Stats. § 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 305.43](#), for any electrical installation that requires a uniform building permit under [Wis. Admin. Code § SPS 320.08](#), a person who holds a Master Electrician license may not commence installation of electrical wiring until a permit is issued for the installation. A person who as a licensed 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:**

A person may obtain a credential as a licensed Master Electrician by **one** of the following methods:

#### **Method 1 – Experience/Degree and Examination**

Completing the necessary hours of experience or having an electrical engineering degree and passing the Master Electrician license examination.

1. **Application and Fee:** The fee consists of a \$35.00 application fee and a \$30.00 exam fee. When the exam is passed the applicant will pay a \$200 prorated credential fee, based on a 4 year term from June 30<sup>th</sup>.
2. **Completion of Experience or Engineering Degree:** A person applying for a Master Electrician license examination shall have completed **one** of the following:
  - a. **Journeyman Electrician Experience:** Completed at least 12 months of experience as a licensed Journeyman Electrician. **Attach** a copy of your Journeyman Electrician license.
  - b. **Experience Hours:** At least 10,000 hours of experience over a period of at least 60 months in installing, repairing and maintaining electrical wiring. If a person has completed semesters in a school of electrical engineering or an accredited college, university, technical or vocational school in an electrical related program, the applicant may claim 500 hours for each semester up to a total of 3,000 hours and 3 years towards the required experience. **Complete** the Experience Table on Page 2. **Attach** a copy of transcripts, if applicable.
  - c. **Electrical Engineering Degree:** Graduated from an accredited engineering university or college with a degree in electrical engineering. **Attach** a copy of transcripts or degree.
3. **Examination:** Select an exam date on Page 2. For additional information on exam content, please view the Department website at <http://dsps.wi.gov> under “License, Permits, and Registrations” and select “Trades Professions.”

#### **Method 2 – Wisconsin Master Electrician License which had been exchanged for a Journeyman Electrician License**

A person who held a Wisconsin Master Electrician license but exchanged it for a Journeyman Electrician license may, upon application to the Department, exchange his or her current Journeyman Electrician license for a Wisconsin Master Electrician license.

1. **Application and Fee:** The fee consists of a \$200.00 prorated credential fee, based on a 4 year term from June 30<sup>th</sup>. The fee table on Page 1 includes both the application fee and prorated credential fee. If the exchange is made at the time of renewal, a credential fee of \$200.00 for the Master Electrician license shall be submitted.
2. **Master Electrician License:** **Attach** a copy of your Master Electrician license. Keep your original copy of your Master Electrician license.

#### **Method 3 – Reciprocity for Applicants Holding a Current Master A Electrician License in Iowa**

A person who holds a valid, unexpired Master A Electrician license acquired through state examination in Iowa may apply for a Wisconsin Master Electrician license without taking the WI exam.

1. **Application and Fee:** The fee consists of a \$35.00 application fee and a \$200.00 prorated credential fee, based on a 4 year term from June 30<sup>th</sup>. The fee table on Page 1 includes both the application fee and prorated credential fee.
2. **Experience** - The applicant must have held an Iowa Master A Electrician license continuously for at least one year immediately prior to submitting an application in Wisconsin.
3. **Iowa Verification of Examination and Registration** - Enter your Iowa license number on page 1 under application fees, to facilitate verification from the state licensing agency.

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## DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

### APPLICATION FOR MASTER ELECTRICIAN LICENSE

Under Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stats. § 440.12).

**PLEASE TYPE OR PRINT IN INK**  Your name and address are available to the public. Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14).

<b>Last Name</b> <input style="width: 95%;" type="text"/>	<b>First Name</b> <input style="width: 95%;" type="text"/>	<b>MI</b> <input style="width: 95%;" type="text"/>	<b>Date of Birth</b> <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/> / <input style="width: 50%;" type="text"/>
<b>Address</b> (street, city, state, zip) <input style="width: 95%;" type="text"/>			<b>Daytime Telephone Number</b> <input style="width: 25%;" type="text"/> - <input style="width: 25%;" type="text"/> - <input style="width: 50%;" type="text"/>
<b>Social Security #</b> <input style="width: 25%;" type="text"/> - <input style="width: 25%;" type="text"/> - <input style="width: 50%;" type="text"/>		Your Social Security Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.	
<b>Have you ever held a Trades credential in WI?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list your credential number: <input style="width: 150px;" type="text"/>			
<b>Email Address</b> <input style="width: 95%;" type="text"/>			

**APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this application.**

- I am seeking a Veteran Fee Waiver** (for Initial Credential Fee only, see Page 2 for further information)
  - Method 1 - Experience/Degree and Exam**  
 \$35.00 Application Fee  
~~\$30.00~~ Exam Fee  
**\$65.00 Total Fee Attached**
  - Method 2 - WI Journeyman Electrician License Exchange**  
 (see Prorated Credential Fee Table below)
  - Method 3 - Iowa Reciprocity**
- License #: \_\_\_\_\_  
 (see Prorated Credential Fee Table Below)
- Reinstatement Fee (credential expired more than 4 years)**  
 \$35.00 Application Fee  
 \$30.00 Exam Fee  
~~\$25.00~~ Late Renewal Fee  
**\$90.00 Total Fee Attached**

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

- Fee and Application** (including signature on Page 3)
- Supporting Documentation for Method Applying by** (see Page i for instruction, i.e. copy of WI Journeyman Electrician license, college transcripts or degree, copy of original WI Master Electrician license)
- Is name on all credentials the same? If not, list former/maiden name(s):**

<b>Prorated Credential Fee Table – Methods 2 and 3</b>			
<b>Select the month the application is mailed. The fee below includes both the application and credential fee.</b>			
<input type="checkbox"/> January - \$209.98	<input type="checkbox"/> February - \$205.81	<input type="checkbox"/> March - \$201.64	<input type="checkbox"/> April - \$197.47
<input type="checkbox"/> May - \$193.30	<input type="checkbox"/> June - \$189.13	<input type="checkbox"/> July - \$235.00	<input type="checkbox"/> August - \$230.83
<input type="checkbox"/> September - \$226.66	<input type="checkbox"/> October - \$222.49	<input type="checkbox"/> November - \$218.32	<input type="checkbox"/> December - \$214.15

# Wisconsin Department of Safety and Professional Services

**ARE YOU A VETERAN?** If yes, please view the Department website at <http://dsps.wi.gov> under “Licenses, Permits, and Registrations” and select “Military Benefits Related to Licensure for Eligible Veterans Services Members and Spouses” for eligibility requirements.

If you qualify, are you requesting a waiver of your initial credentialing fee?  Yes  No

If Yes, provide a copy of your Department of Veterans Affairs voucher code and list your DVA Voucher Code Number:

You may contact the DVA at 1-800-WisVets or [www.WISVET.com](http://www.WISVET.com) for assistance in obtaining your DVA Voucher Code and/or documents related to your training.

**EXPERIENCE TABLE: METHOD 1**

Document at least 10,000 hours of experience over a period of at least 60 months in installing, repairing and maintaining electrical wiring. The witness must have observed or had knowledge of the number of work hours performed in electrical construction. If a person has completed semesters in a school of electrical engineering or an accredited college, university, technical or vocational school in an electrical related program, the applicant may claim 500 hours for each semester up to a total of 3,000 hours and 3 years towards the required experience. Copies of this page may be made to mail to witnesses to sign. (attach additional sheet(s) if necessary)

Month/Year Began	Month/Year Ended	Hours	Signature of Witness OR Name of School	Phone # of Witness
□□ / □□	□□ / □□	□□	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
□□ / □□	□□ / □□	□□	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
□□ / □□	□□ / □□	□□	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
□□ / □□	□□ / □□	□□	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
□□ / □□	□□ / □□	□□	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

**TO SCHEDULE AN UPCOMING EXAM: METHOD 1**

- Indicate a **first date choice (1)** and a **second date choice (2)** in the event one exam site is full.
- Submit the **fee and this application to the Department at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type.
- You will receive a letter from DSPS confirming your upcoming exam, including the time, date and location of the exam.
- If you need special accommodations, please contact us at [DSPSCredTrades@wi.gov](mailto:DSPSCredTrades@wi.gov).

<b>Select One: A.M. (Starts at 8:00 a.m.) <u>or</u> P.M. (Starts at 1:00 p.m.)</b>				
<b>Madison -</b> Madison Crowne Plaza 4402 E. Washington Ave. Madison, WI 53704	February 7, 2018	April 11, 2018	June 20, 2018	August 15, 2018
	October 10, 2018	December 12, 2018		
<b>Pewaukee –</b> WCTC Education Center 800 Main St., Pewaukee, WI 53072	December 19, 2017	January 23, 2018	March 14, 2018	May 16, 2018
	July 10, 2018	September 26, 2018	November 28, 2018	
<b>Eau Claire –</b> SleepInn Conference Center 5872 33 <sup>rd</sup> Ave., Eau Claire, WI 54703	December 6, 2017	February 27, 2018	April 24, 2018	June 5, 2018
	August 28, 2018	October 23, 2018	December 4, 2018	
<b>Appleton -</b> Fox Valley Technical College 1825 North Bluemound Dr., Appleton 54914	January 9, 2018	March 28, 2018	May 22, 2018	July 31, 2018
	September 12, 2018	November 7, 2018		

**CONTINUING EDUCATION AND RENEWAL REQUIREMENTS:** Please view the Department website at <http://dsps.wi.gov> under “Licenses, Permits, and Registrations” and select “Trades Professions.”

# Wisconsin Department of Safety and Professional Services

## CERTIFICATION OF LEGAL STATUS:

I declare under penalty of law that I am (check one):

- A citizen or national of the United States, or
- A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

## CONTINUING DUTY OF DISCLOSURE:

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

## AFFIDAVIT OF APPLICANT:

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature:  Date:  /  /