

# Wisconsin Department of Safety and Professional Services

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**Office Location:** 4822 Madison Yards Way  
Madison, WI 53705  
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**Website:** <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

### INSTRUCTIONS FOR RESIDENTIAL 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 305.40](#), the electrical wiring activities that may be undertaken by a person who holds a license or registration as a licensed Residential Master Electrician, a licensed Residential Journeyman Electrician or a registered Residential Electrical Apprentice shall be limited to wiring associated with dwellings, dwelling units and detached accessory buildings and structures serving the dwellings or the dwelling units, such as garages, carports, gazebos, and swimming pools. A person who holds a license or registration as a licensed Residential Master Electrician, a licensed Residential Journeyman Electrician, or a registered Residential Electrical Apprentice may perform electrical wiring not associated with dwellings and dwelling units, provided the person is under the direct supervision of a licensed Master Electrician, or Registered Master Electrician, or a licensed Journeyman Electrician.

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

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

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

Completing the necessary hours of experience and passing the Residential Master Electrician license examination.

1. **Application and Fee:** The fee consists of a \$35 application fee and a \$30 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. **Experience:** A person applying for a Residential Master Electrician license examination shall have completed at least 1,000 hours per year of experience for at least 5 years in electrical wiring work. 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.
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 “Professions” and select “Master Electrician, Residential.”

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

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

1. **Application and Fee:** The fee consists of a \$200 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 for the Residential Master Electrician license shall be submitted.
2. **Residential Master Electrician License:** **Attach** a copy of your Residential Master Electrician license. Keep your original copy of your Residential Master Electrician license.

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## DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

### APPLICATION FOR RESIDENTIAL MASTER ELECTRICIAN LICENSE

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stats. § 440.12 and 440.13).

<b>PLEASE TYPE OR PRINT IN INK</b>				<input type="checkbox"/> Your name, address, telephone number, and email address are available to the public. Check box to withhold address, telephone number, and email address from lists of 10 or more credential holders (Wis. Stat. § 440.14).
Last Name	First Name	MI	Date of Birth	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 60%;" type="text"/>	
Address (street, city, state, zip)			Daytime Telephone Number	
<input style="width: 95%;" type="text"/>			<input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 60%;" type="text"/>	
Social Security #		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.		
<input style="width: 30%;" type="text"/> - <input style="width: 10%;" type="text"/> - <input style="width: 60%;" type="text"/>				
Have you ever held a Trades credential in WI? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list your credential number: <input style="width: 150px;" type="text"/>				
Email Address				
<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 further information below)
- Method 1 - Experience and Exam  
 \$35.00 Application Fee  
\$30.00 Exam Fee  
**\$65.00 Total Fee Attached**
- Method 2 - WI Residential Journeyman Electrician License Exchange (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. college transcripts, copy of WI Residential Journeyman Electrician license)
- Is name on all credentials the same? If not, list former/maiden name(s):

Prorated Credential Fee Table – Method 2			
Select the month the application is mailed. The fee below includes both the application and credential fee.			
<input type="checkbox"/> January - \$174.98	<input type="checkbox"/> February - \$170.81	<input type="checkbox"/> March - \$166.64	<input type="checkbox"/> April - \$162.47
<input type="checkbox"/> May - \$158.30	<input type="checkbox"/> June - \$154.13	<input type="checkbox"/> July - \$200.00	<input type="checkbox"/> August - \$195.83
<input type="checkbox"/> September - \$191.66	<input type="checkbox"/> October - \$187.49	<input type="checkbox"/> November - \$183.32	<input type="checkbox"/> December - \$179.15

**ARE YOU A VETERAN?** If yes, please view the Department website at <http://dsps.wi.gov> under “Professions” and select “Master Electrician, Residential” then “Other Forms” 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.WISVETS.com](http://www.WISVETS.com) for assistance in obtaining your DVA Voucher Code and/or documents related to your training.

# Wisconsin Department of Safety and Professional Services

## EXPERIENCE TABLE: METHOD 1

Document at least 1,000 hours per year of experience for at least 5 years in electrical wiring work. 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
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## 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).

Select one: A.M. (starts at 8:00 a.m.) <input type="checkbox"/> or P.M. (starts at 1:00 p.m.) <input type="checkbox"/> [If taking a 2-part plumbing exam or 5-hour exam, you will be scheduled for both the A.M. <u>and</u> the P.M. session]				
PEWAUKEE WCTC Education Center 800 Main St., Pewaukee, WI 53072	November 28, 2018	January 23, 2019	March 19, 2019	May 22, 2019
	July 24, 2019	September 11, 2019	November 13, 2019	
EAU CLAIRE SleepInn Conference Center 5872 33 <sup>rd</sup> Ave., Eau Claire, WI 54703	December 4, 2018	February 18, 2019	April 24, 2019	June 05, 2019
	August 28, 2019	October 23, 2019	December 04, 2019	
APPLETON Fox Valley Technical College 1825 N. Bluemound Dr., Appleton, WI 54914	November 07, 2018	January 10, 2019	March 27, 2019	May 29, 2019
	July 10, 2019	September 25, 2019	November 26, 2019	
MADISON Madison Crowne Plaza 4402 E. Washington Ave., Madison, WI 53704	December 12, 2018	February 06, 2019	April 10, 2019	June 26, 2019
	August 13, 2019	October 09, 2019	December 18, 2019	

# Wisconsin Department of Safety and Professional Services

<b>Select One:</b> A.M. (starts at 8:00 a.m.) <input type="checkbox"/> <b>or</b> P.M. (starts at 1:00 p.m.) <input type="checkbox"/>				
(If taking a 2-part plumbing exam or 5-hour exam, you will be scheduled for both the A.M. <u>and</u> the P.M. session.)				
<b>Madison</b> – East Side Club (new location) 3735 Monona Drive, Madison, WI 53714	February 4, 2020	April 1, 2020	June 2, 2020	August 11, 2020
	October 6, 2020	December 8, 2020		
<b>Pewaukee</b> – Holiday Inn (new location) Pewaukee Milwaukee West N14 W24140 Tower Place Pewaukee, WI 53072	January 8, 2020	March 12, 2020	May 14, 2020	July 1, 2020
	September 23, 2020	November 3, 2020		
<b>Eau Claire</b> – Sleep Inn and Suites 5872 33 <sup>rd</sup> Ave., Eau Claire, WI 54703	February 25, 2020	April 15, 2020	June 16, 2020	August 25, 2020
	October 20, 2020			
<b>Appleton</b> – Doubletree by Hilton (new location) 150 S. Nicolet Rd., Appleton 54914	January 23, 2020	March 17, 2020	May 20, 2020	July 14, 2020
	September 9, 2020	November 10, 2020		

# Wisconsin Department of Safety and Professional Services

**CONTINUING EDUCATION AND RENEWAL REQUIREMENTS:** Please view the Department website at <http://dsps.wi.gov> under "Professions" and select "Master Electrician, Residential."

## 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:  /  /