

Reason for Credential: Pursuant s. 101.88 (2), Stats., no person may conduct the inspection of one- and 2-family dwellings for the purpose of administering and enforcing ch. Comm 23 unless the person holds a credential issued by the department as a certified UDC-HVAC inspector.

Requirements of Credential: A person who inspects one- and 2-family dwellings as a certified UDC-HVAC inspector shall:

- Maintain a record of the inspections made relative the date and the findings of the inspections;
- Provide a copy of the inspection report to the property owner or his or her agent, and
- Make available to the department upon request his or her inspection records.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

APPLYING FOR UDC HVAC INSPECTOR CERTIFICATION

A person may obtain a credential as a certified UDC HVAC inspector by either one of the following:

Method 1 Taking and passing the UDC HVAC inspector certification examination.

Method 2 Submitting evidence of holding a current certification as a:
Commercial Building Inspector or
HVAC Qualifier

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

METHOD 1 - Examination

Qualifications for Examination: In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover chapter Comm 5 of the Wisconsin Administrative Code and chapters Comm 20, 22, 23, and appendix of the Uniform Dwelling Code (UDC). This exam is open book. Copies of current code books may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. Exams are updated the month after any code changes.

The Division offers an explanatory UDC Code and Commentary that may be used to study for the exam. It also may be ordered from Document Sales @ (608) 266-3358 or @ (800) 362-7253. It is intended to be a training guide and may not match the current code.

Scheduling 2008 exams: S&B offers exams on Saturday once each month in 14 cities and on specific week days in 4 cities. To schedule an 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 process your exam request. You will receive a second confirmation letter about a week before the exam date for those cities and dates that are shown below without a location noted.*

* The Department of Commerce, Safety and Buildings Division, is partnering with the state Office of State Employee Relations (OSER) to offer exams on the second Saturday of each month in 14 different cities. Exams follow the same rules as the exams proctored by Safety and Buildings staff. The specific exam location, which changes due to varying numbers of registrants, will be confirmed for attendees in a letter from OSER about one week before the exam. Contact OSER with any questions after receiving the final confirmation letter, by phone, 608-267-1013 or email wicertexams@wisconsin.gov.

Exam Name: UDC-HVAC INSPECTOR	This is a 3-hour exam
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Daytime Phone Number:	
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Weekday Exams

Eau Claire - Ramada Center, 205 S. Barstow St., 715-835-6121

August 20 September 17 October 15 November 19

Green Bay - Hotel Sierra, 333 Main St, 920-432-4555

August 13 October 9

Madison - Quality Inn & Suites, 2969 Cahill Main, 608-274-7200

December 3

Pewaukee - Waukesha County Technical College, 800 Main St, 262-695-3474

September 10 October 22 November 11

Saturday Exams

Ashland - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Eau Claire - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Fond Du Lac - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Green Bay - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Kenosha - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

La Crosse - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Madison - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Milwaukee - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Platteville - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Rhineland - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Rice Lake - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Superior - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Wausau - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Wisconsin Rapids - A letter confirming the date, time and specific location will be sent to you.*

September 13 October 11 November 8 December 13

Education Hours Required to Renew: The renewal of a credential as a certified UDC-HVAC inspector which has an expiration date after June 30, 2006, shall be contingent upon the inspector obtaining at least 24 hours of acceptable continuing education by March 30th of the year the credential expires. A person who holds a credential as a certified UDC-HVAC inspector 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.

METHOD 2 – Proof of Current Licensure

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

Month Application	Fee	Month Application	Fee	Month Application	Fee
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is mailed		is mailed		is mailed	
January	\$36.25	May	\$33.75	September	\$38.75
February	\$35.63	June	\$33.13	October	\$38.13
March	\$35.00	July	\$40.00	November	\$37.50
April	\$34.38	August	\$39.38	December	\$36.88

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

Fee Submitted (nonrefundable): \$ class code 7655

Make checks payable to: Department of Commerce. The credential will be effective for 4 years from June 30th. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707.

ATTACH to this form a copy of current certification as a Commercial Building Inspector or HVAC Qualifier.