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Credential Application

Remit to:
 State of Wisconsin
 Department of Commerce-Credentialing
 P.O. Box 78780
 Milwaukee WI 53293-0780
 Phone (608) 261-8467
 TDD #: (608) 264-8777 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.**

Applicant Information	Customer ID
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, Internet 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: Safety & Buildings Div., 201 W. Washington Ave., Madison, WI 53703

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

UDC-PLUMBING INSPECTOR CERTIFICATION

Application and Exam Fee (nonrefundable): \$30.00 **class code 7655**

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 \$30 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 4 years from June 30th. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707.

Reason for Credential: Pursuant s. 101.66 (2), Stats., no person may conduct the inspection of one- and 2-family dwellings for the purpose of administering and enforcing chs. Comm 20 through 25 and Comm 82 and 84 unless the person holds a credential issued by the department as a certified UDC-plumbing inspector.

Requirements of Credential: A person who inspects one- and 2-family dwellings as a certified UDC-plumbing 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.

Examination: In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover chapters Comm 5 and Comm 25, 82 and 84, Wisconsin Administrative Code; 2002 NFPA 13D. The exam is open book. Copies of current Wisconsin Administrative Code books and Chapter 145, Wisconsin Statutes, may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. NFPA standards may be ordered from the National Fire Protection Association @ (800) 344-3555.

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

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-PLUMBING 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.*

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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-plumbing inspector with 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. People unable to attend lectures or seminars may obtain the necessary hours through correspondence courses. Correspondence courses must also be completed at least three months prior to the expiration date in order to avoid taking the exam. A person who holds a credential as a certified UDC-plumbing 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.

The Construction Codes Report may contain advertisements for courses, lectures or seminars which will count towards continuing education for a UDC-plumbing inspector certification.