



commerce.wi.gov

# 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	
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:	

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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

## COMMERCIAL ELECTRICAL INSPECTOR CERTIFICATION Cost Code 7631

**Reason for Credential:** Pursuant s. 101.88 (2), Stats., no person may conduct the inspection of electrical installations in public buildings and places of employment for the purpose of administering and enforcing ch. Comm 16 unless the person holds a credential issued by the department as a certified commercial electrical inspector.

A person holding a commercial electrical inspector certification can inspect one- and two-family dwellings.

**Requirements of Credential:** A person who inspects electrical construction work as a certified commercial electrical inspector shall:

- Maintain a record of the inspections made including the dates 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.

**Education Hours Required to Renew:** The renewal of a credential as a certified commercial electrical inspector expiring 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 commercial electrical 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.

### **APPLYING FOR COMMERCIAL ELECTRICAL INSPECTOR CERTIFICATION**

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

- Method 1      Completing the necessary hours of experience and taking and passing the commercial electrical inspector certification examination.
- Method 2      Submitting evidence of holding a current certification as a:  
                    Master electrician issued under s. Comm 5.43; or  
                    Commercial Electrical Inspector certification issued by the International Code Council; or  
                    Master Electrical Inspector certification issued under the International Association of Electrical Inspectors

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

### **METHOD 1 - Hours of Experience and Examination**

**Application and Exam Fee (nonrefundable): \$30.00** 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 listed on the exam letter is received, will be effective for 4 years from June 30<sup>th</sup>.

**Qualifications for Examination:** A person applying to take a commercial electrical inspector certification examination shall have one of the following:

- At least 1,000 hours per year for at least 6 years of experience in electrical construction work. If a person has successfully completed semesters in a school of electrical engineering or other accredited college, university, technical or vocational school in an electrical-related program, the applicant may claim 500 hours of experience for each semester up to a total of 3,000 hours toward the required experience, or
- At least 1,000 hours per year for at least 3 years of experience in electrical construction work and has a degree in electrical engineering from an accredited college or university, or
- At least 1,000 hours per year of for at least 3 years experience in electrical construction work and holds a credential under ch. 443, Stats., as a registered professional engineer, a registered architect or a certified designer of electrical systems.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12 month period. The Time Period does not have to be consecutive years from one row to the next. In the Time Period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be filled in on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours performed in electrical construction. Electrical construction means the design, installation, inspection or supervision of electrical wiring. Electrical wiring means all equipment, wiring, material, fittings, devices, appliances, fixtures and apparatus used for the production, modification, regulation, control, distribution, utilization or safeguarding of electrical energy for mechanical, chemical, cosmetic, heating, lighting or similar purposes as covered by the scope of ch. Comm 16.

Time Period
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Began Month/Yr	Ended Month/Yr	Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Telephone Number of Witness

For each semester in a school of electrical engineering or an electrical-related program, specify the beginning and ending date of the semester, record 500 hours of experience, write the name of the school, and **ATTACH** a copy of the official transcripts from the school to this form. No experience hours should be recorded if official transcripts are unavailable.

Time Period		Experience Hours	Name of School
Began Month/Yr	Ended Month/Yr		

**If you hold a credential issued under ch. 443, Stats., as a Wisconsin registered professional engineer, registered architect or a certified designer of electrical systems ATTACH a photocopy of your credential.**

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 16 (Electrical Code-Vol. 2), Wisconsin Administrative Code; and the 2005 National Electrical Code (NEC). Copies of current Wisconsin Administrative Codes may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. Copies of current National Electrical Codes may be purchased from the National Fire Protection Association @ (800) 344-3555.

**Scheduling 2008/2009 exams:** S&B offers exams on Saturday once each month in 14 cities and on specific week days in 2 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 processes 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](mailto:wicertexams@wisconsin.gov).

<b>Exam Name:</b> Commercial Electrical Inspector	This is a 4-hour exam
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Daytime Phone Number:	
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**Weekday Exams**

**Pewaukee** - Waukesha County Technical College, 800 Main St, 262-695-3474  
 2008- October 22  November 11  2009- January 7  March 19  May 20

**Stevens Point** – Holiday Inn, 1001 Amber Ave, 715-344-0200

2009- February 25  April 23  June 24

**Saturday Exams**

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

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

2008- November 8  December 13  2009- January 10  February 14  March 14  April 18  May 9

**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 is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
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 7631

Make checks payable to: Department of Commerce. The credential will be effective for 4 years from June 30<sup>th</sup>. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 78780, Milwaukee, WI 53293-0780.

**ATTACH** to this form a copy of current certification as a:

Master electrician issued under s. Comm 5.43; or

Commercial Electrical Inspector certification issued by the International Code Council; or

Master Electrical Inspector certification issued under the International Association of Electrical Inspectors