



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:	

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

HVAC QUALIFIER CERTIFICATION

Application and Exam Fee (nonrefundable): \$30.00 class code 7644

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 \$60 credential fee. The credential, which will be issued after the exam is passed and the credential fee paid, will be effective for 4 years from the date of issuance.

A person holding an HVAC Qualifier certification may apply without examination for UDC-HVAC inspector certification.

Reason for Credential: Pursuant to s. 101.178 (3), Stats., an individual may obtain in accordance with this section an HVAC qualifier certification from the department relative to the business of installing or servicing heating, ventilating or air conditioning equipment. A person or entity who utilizes a person who holds an HVAC qualifier certification under this section shall be deemed to be certified and pursuant to s. 101.178 (3) (c), Stats., may not be required to obtain a local certification, license or other approval in order to engage in the business of installing or servicing heating, ventilating or air conditioning equipment. The scope of the required examination will include questions covering heat loss, code ventilation requirements, fuel-fired equipment, combustion air, appliance venting, sheet metal, boilers and piping, air conditioning and refrigeration, electric heat, wood heat, gas piping, equipment efficiencies and insulation.

Requirements of Credential: 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.

Qualifications for Examination: A person applying for an HVAC qualifier certification examination shall have completed:

- At least 1000 hours per year for at least 4 years of experience in supervising or performing the design, installation, servicing or maintenance of HVAC systems or equipment; or
- At least 4 years of attendance in a school of mechanical engineering or in an accredited college, university, or technical, vocational or apprenticeship school in an HVAC-related program; or
- Any combination of 4 years of experience recognized under par. (a) and education recognized under par. (b).

To demonstrate the requirements for qualifying to take the examination do one or more of the following:

- **ATTACH** a copy of the official transcripts from school if you claim to have attended a school of mechanical engineering or in an accredited college, university, or technical, vocational or apprenticeship school in an HVAC-related program.
- **FILL** in the following table relating your experience in supervising or performing the design, installation, servicing or maintenance of HVAC systems or equipment.

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

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 supervising or performing the design, installation, servicing or maintenance of HVAC systems or equipment.

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam is open book. The exam will cover the:

1. Wisconsin Uniform Dwelling Code (UDC) (Comm 20-25) or Commentary; the Boiler and Pressure Vessel Code (Comm 41); and the Wisconsin Mechanical Refrigeration Code (Comm 45). For a copy of the aforementioned Comm Code documents, write: Department of Administration, Document Sales and Distribution, P. O. Box 7840, Madison, WI 53707, or call 1-800-DOC-SALE. The Comm Code Chapters can also be viewed on-line or downloaded from our website: <http://commerce.wi.gov/SB/SB-DivCodesListing.html>
2. Wisconsin Commercial Building Code consisting of the 2006 IBC, IMC, IFGC, IECC and IEBC and the WI amendments to those codes (only the amendments are contained in Comm 60-66). The International codes can be ordered via the web at <http://www.iccsafe.org>. The WI amendments to the codes can be downloaded from our website: <http://commerce.wi.gov/SB/SB-CommBldg2008InsertPages.html>
3. 1995 SMACNA HVAC Duct Construction Standards Manual-Metal and Flexible. SMACNA Manual(s) can be ordered by calling 414-543-7622. If the 1995 version is not available, the 2006 is acceptable.
4. 2002 National Fuel Gas Code (NFPA 54, parts 2, 3, & 4). To order NFPA codes, call 1-800-344-3555.
5. 2001 American Society of Refrigeration, Air-Conditioning Engineers, Inc. (ASHRAE) Fundamentals. Copies of ASHRAE Fundamentals can be ordered through website: <http://resourcecenter.ashrae.org/store/ashrae> or e-mail: orders@ashrae.org.

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.

Exam Name: HVAC Qualifier	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