



# 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)].

**Instructions:** Please review the pre-printed information in the

**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.

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.**

<b>Applicant Information</b>	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

## POWTS INSPECTOR CERTIFICATION

**Reason for Credential:** A person who holds a credential issued by the department as a certified POWTS inspector may inspect private onsite wastewater treatment systems, POWTS, for the purpose of administering and enforcing the provisions of chs. Comm 82 to 87, as an authorized representative of the department or a local governmental unit.

**Requirements of Credential:** A person who inspects private onsite wastewater treatment systems as a certified POWTS

inspector shall:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection record to the private onsite wastewater treatment system owner or his or her agent; and
- Make available to the department upon request 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 POWTS INSPECTOR CERTIFICATION

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

Method 1 Taking and passing the POWTS inspector certification examination.

Method 2 Submitting evidence of holding a current certification as a:  
Master or Journeyman Plumber  
Master or Journeyman Plumber Restricted Service

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

### METHOD 1 - Examination

#### **Application and Exam Fee (nonrefundable): \$30.00 class code 7630**

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 30<sup>th</sup>. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707.

**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 145, Wisconsin Statutes; and chapters Comm 5 and Comm 82-87, Wisconsin Administrative Cod. The exam is open code book.

Copies of current Wisconsin Administrative Code and Chapter 145 may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253.

You will need to have a working knowledge of the component manuals for the various POWTS. You will need to bring these to the exam site. These can also be purchased through Document Sales @ (608) 266-3358 or @ (800) 362-7253. The publication titles and numbers are as follows:

Form #	Document Title
SBD-10571-P	Holding Tank
SBD-10567-P	Conventional Soil Absorption
SBD-10573-P	Pressure Distribution
SBD-10572-P	Mound
SBD-10570-P	At-Grade
SBD-10656-P	Split Bed Recirculating Sand Filter System
SBD-10595-P	Single Pass Sand Filter
SBD-10628-P	Recirculating Sand Filter
SBD-10657-P	Drip-Line Effluent Dispersal
SBD-10705-P	In-Ground Soil Absorption
SBD-10691-P	Mound
SBD-10706-P	Pressure Distribution

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
SBD-10089-P	Wisconsin POWTS Inspector Handbook
SBD-9046-P	Soil & Site Evaluation Handbook

**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> POWTS Inspector	This is a 3-hour exam
Daytime Phone Number:	

### 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 7630

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 7082, Madison, WI 53707.

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

Master or Journeyman Plumber

Master or Journeyman Plumber Restricted Service

**Education Hours Required to Renew:** The renewal of a credential as a certified POWTS inspector which expires after June 30, 2006, shall be contingent upon the person obtaining at least 12 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. A person who holds a credential as a certified POWTS 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 Wisconsin Construction Codes Report may contain advertisements for courses, lectures or seminars which will count towards continuing education for a POWTS inspector certification. The WCCR is available by subscription or on the Commerce website at: <http://www.commerce.state.wi.us/SB/SB-DivPublications.html>.