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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-HVAC 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.

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 2008/2009 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.

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|---|-----------------------|
| Exam Name: UDC HVAC Inspector | This is a 3-hour exam |
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|-----------------------|--|
| 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

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 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 7655

Make checks payable to: Department of Commerce. The credential will be effective for 4 years from June 30th.

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