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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	
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

AUTOMATIC FIRE SPRINKLER CONTRACTOR LICENSE

Application and Exam Fee (nonrefundable): \$125.00 **class code 7630**

Make checks payable to: Department of Commerce. The fee consists of a \$25 application fee and an exam fee of \$100. When the exam is passed, the applicant will be asked to pay a \$2000 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 to ss. 145.15 (4), 145.165 and 145.175, Stats., no person may install, maintain or repair automatic fire sprinkler systems unless the persons holds a credential issued by the department as a licensed automatic fire sprinkler contractor, a licensed journeyman sprinkler fitter, a registered automatic fire sprinkler system apprentice, a registered automatic fire sprinkler contractor-maintenance, or a registered automatic fire sprinkler fitter-maintenance. No credential is required if a person is repairing, replacing or maintaining electrical supervisory devices for existing automatic fire sprinkler systems.

No person may conduct the annual activities relative to inspection and testing of an existing automatic fire sprinkler system and components as required by ch. Comm 14 unless the person holds a credential issued by the department as a licensed automatic fire sprinkler contractor, a licensed journeyman sprinkler fitter, a registered automatic fire sprinkler system apprentice, a registered automatic fire sprinkler contractor-maintenance, a registered automatic fire sprinkler fitter-maintenance or a registered automatic fire sprinkler system tester.

Requirements of Credential: Except for work performed on an automatic fire sprinkler system by a person who holds an automatic fire sprinkler contractor-maintenance registration, a person licensed as an automatic fire sprinkler contractor shall be responsible for each installation of an automatic fire sprinkler system. A person who installs, inspects, tests or maintains an automatic fire sprinkler system as a licensed automatic fire sprinkler contractor shall utilize the appropriate credentialed persons to install, inspect, test or maintain automatic fire sprinkler systems. 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. For any construction or installation that requires a uniform building permit under s. Comm 20.08, persons, entities, or businesses which hold licenses, certifications, or registrations as identified in Comm 5 may not commence construction or installation until a permit is issued.

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Qualifications for Examination: A person applying for an automatic fire sprinkler contractor license examination shall have one of the following qualifications relating to the engineering principles and skills associated with the design, installation and maintenance of automatic fire sprinkler systems:

- At least 1,000 hours of experience per year for at least 3 consecutive years as a licensed journeyman automatic fire sprinkler fitter.
- Graduated from an accredited 4-year university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to automatic fire sprinklers.
- At least 1,000 hours of experience per year for at least 7 years in automatic fire sprinkler design or installation. Each semester spent full-time in a school of civil or mechanical engineering or other accredited college, university, technical or vocational school in an automatic fire sprinkler-related program shall be considered equivalent to 500 hours of experience, with no more than 3,000 hours and 3 years of experience through education being credited toward the 7 years of experience.
- A level III certification in fire protection/automatic fire sprinkler system layout from the national institute for certification in engineering technologies. Attach a copy of the certificate.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12 month period. 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 1,000 hours in the column even if you worked more than 1,000 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 of work hours performed as a journeyman automatic fire sprinkler fitter or in the design or installation of systems.

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

For each semester in a school for civil engineering or mechanical engineering or other approved engineering curriculum related to automatic fire sprinklers, 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. This must be full-time schooling, not part time or evening classes.

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

Examination: In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover information contained in chapters Comm 5 and 82.41, Wisconsin Administrative Code; and NFPA standards 13 (2002 edition), 13R (2002 edition), 14, 15 (2001 edition), 20 (1999 edition), 22 (1998 edition, and 25 (2002 edition) of the National Fire Protection Association; and Friction Loss Tables; 2000 IBC and WI Comm 61-65 Amendments. This exam is open book. Copies of current Wisconsin Administrative Code books 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.

When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date. Current code development projects can be viewed here: <http://commerce.wi.gov/SB/SB-CodeDevelopment.html>

Exam Name: Automatic Fire Sprinkler Contractor	This is a 5-hour exam
Daytime Phone Number:	

Scheduling 2009 exams: S&B offers exams in 10 different cities on one Saturday each month.

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. **The application and fees shall be received by the department at least 30 days in advance of the exam date chosen (Per COMM 5.09 (2)).** 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. You will be notified if exams sites change, are filled, or are closed.*

* 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 10 different cities. 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.

Saturday Exams

Ashland - A letter confirming the date, time and specific location will be sent to you.*
 July 11 August 8 September 12 October 10 November 14 December 12

Eau Claire - A letter confirming the date, time and specific location will be sent to you.*
 July 11 August 8 September 12 October 10 November 14 December 12

Fond du Lac - A letter confirming the date, time and specific location will be sent to you.*
 July 11 August 8 September 12 October 10 November 14 December 12

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

July 11 August 8 September 12 October 10 November 14 December 12

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

July 11 August 8 September 12 October 10 November 14 December 12

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

July 11 August 8 September 12 October 10 November 14 December 12

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

July 11 August 8 September 12 October 10 November 14 December 12

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

July 11 August 8 September 12 October 10 November 14 December 12

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

July 11 August 8 September 12 October 10 November 14 December 12

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

July 11 August 8 September 12 October 10 November 14 December 12

Education Hours Required to Renew: The renewal of a license as an automatic fire sprinkler contractor shall be contingent upon the person obtaining at least 24 hours of acceptable continuing education by March 31 of the year their credential expires. A person who holds a license as an automatic fire sprinkler contractor 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.

If you pass the exam to obtain this credential, you will not be required to take any continuing education prior to your first expiration date. You will be required to fulfill the continuing education requirements starting after you have renewed your credential for the first time. If you obtain this credential by any other method, you will be required to fulfill the continuing education requirements at least 3 months prior to your expiration date.