

Requirements of Credential: A person who as a licensed master plumber is responsible for the installation or modification of plumbing shall utilize the appropriate credentialed persons to install or modify plumbing. 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.

A business engaged in the installation of plumbing that utilizes plumbing learners shall maintain a ratio of at least one journeyman plumber or journeyman plumber-restricted for each plumbing learner. For this purpose, a master plumber or master plumber-restricted may act as a journeyman plumber or journeyman plumber-restricted, respectively.

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.

A person holding a master plumber license may apply without examination for Commercial plumbing inspector certification.

A person holding a master plumber license may apply without examination for POWTS inspector certification.

Education Hours Required to Renew: The renewal of a license as a master plumber shall be contingent upon the master plumber obtaining at least 24 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a master plumber 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 Construction Codes Report may contain advertisements for courses, lectures or seminars which will count towards continuing education for a master plumber license.

APPLYING FOR MASTER PLUMBER LICENSE

A person may obtain a credential as a licensed master plumber by one of the following methods:

- Method 1 Completing the necessary hours of experience or have an engineering degree, and taking and passing the master plumber license examination.
- Method 2 Submitting evidence that the person possesses a master plumber license-retiree.
- Method 3 A person who held a master plumber license but exchanged it for a journeyman plumber license may, upon application to the department, exchange his or her journeyman plumber license, for a master plumber license. If the exchange is made at the time of renewal a credential fee of \$500 for the master plumber license shall be submitted.

Apply for the credential by following the instructions for Method 1, Method 2 or Method 3.

Special Processing Note: If you hold a current license from another state, or under the ordinances of any city, town or village, you must first complete a petition for variance in accord with Comm 5.90 (4)(c) and (d), Wisconsin Administrative Code. Upon successful completion of the variance process, complete the examination application as specified in Method 1 and provide a copy of the petition approval correspondence.

A petition application and information on the petition process may be obtained by contacting the Safety and Buildings Plan Entry Unit at 608/261-8491. The Application for Credentialing Petition for Variance (form SBD-9890COMM5) can also be found on our Website at <http://www.commerce.state.wi.us/SB/SB-DivForms.html>

METHOD 1 - Experience or Degree and Examination

Application and Exam Fee (nonrefundable): \$50.00 class code 7630

Make checks payable to: Department of Commerce. The fee consists of a \$20 application fee and an exam fee of \$30. When the exam is passed, the applicant will be asked to pay a \$500 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 March 31st. If the two parts are not scheduled for the same day, an additional exam fee of \$30 will apply for the second session.

Qualifications for Examination: A person applying for a master plumber license examination shall have one of the following qualifications:

- At least 1,000 hours of experience per year for at least 3 consecutive years as a licensed Wisconsin journeyman plumber.

- Graduated from an accredited engineering university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to plumbing.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12-month period. The time-period must 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 completed 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 plumbing. If the person signing is not the master plumber who supervised your work, attach a letter of explanation and have the master who is in charge on the premises sign below.

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

ATTACH a copy of the official transcripts from the school to this form if satisfying the requirements because of a degree in engineering. You do not have to record experience obtained if you hold an acceptable engineering degree.

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 Code; NFPA 13D-2002. The exam is open code book.

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>

Copies of current Wisconsin Administrative Code and Chapter 145 may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. The NFPA standards 13 (2002 edition) of the National Fire Protection Association may be ordered from the National Fire Protection Association @ (800) 344-3555.

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-10855-P	Holding Tank Version 2.0
SBD-10567-P	Conventional Soil Absorption
SBD-10573-P	Pressure Distribution
SBD-10572-P	Mound
SBD-10570-P	At-Grade
SBD-10854-P	At-Grade Version 2.0
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
SBD-10810-P	Multipurpose Piping Systems Design Manual

Exam Name: Master Plumber	This is a 8-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

METHOD 2 - Possession of a Master Plumber License-Retiree

If you currently have a Master Plumber License- Retiree and wish to reinstate your Master Plumber License, you will need to contact the credentialing unit at 608-261-8467 or madisoncred@commerce.state.wi.us for instructions.

Note: Retiree licenses have been discontinued and once turned in will not be reissued.

METHOD 3 - Possession of a Journeyman Plumber License which had been Exchanged for a Master Plumber License

The fee for applying for the credential using method 3 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$406.25	May	\$489.58	September	\$447.92
February	\$395.83	June	\$479.17	October	\$437.50
March	\$385.42	July	\$468.75	November	\$427.08
April	\$500.00	August	\$458.33	December	\$416.67

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 fee consists of a prorated \$500 license fee. The license will be effective for 4 years from March 31st.

ATTACH the original of your old master plumber license. You must have completed the necessary hours of continuing education.