Credential (License) Application & Code Book Info

Please complete these two items as soon as possible.

#1 – Apply for your Plumbing Apprentice License

You must apply for your license within 30 days of signing your apprentice contract.

Steps to Apply for a License:

1. You need your ****Apprentice Contract** before you can apply for a license. Either the first page of your contract or the page titled "Credential Notice" must be uploaded with your license application.
2. Go to the DSPS LicensE website - https://license.wi.gov/s/login
3. Register as an Individual (unless you previously held a license – then login to your account)
4. Apply for a License
5. Upload Supporting Document (First page of Apprentice Contract or Credential Notice)
6. Pay Fee & Submit
7. Watch for email from DSPS to see if your application was approved or if it was incomplete.

If approved, you must login to LicensE to view and print your license. DSPS no longer mails licenses. Once logged in, please go to "My Approved Licenses" to see your license and expiration date. Your license is valid for 1 year and must be renewed annually.

****Apprentice Contract** – You should receive your apprentice contract in the mail within 1-2 weeks of signing. You could also login to the Department of Workforce Development (DWD) website and download it. This was the website you logged into during orientation to sign your contract.
https://dwd.wisconsin.gov/aBASERS

Questions for DSPS:
Create a Ticket (recommended): https://license.wi.gov/s/file-a-complaint
Phone: (608) 266-2112
Email: DSPSCREDTrades@wisconsin.gov

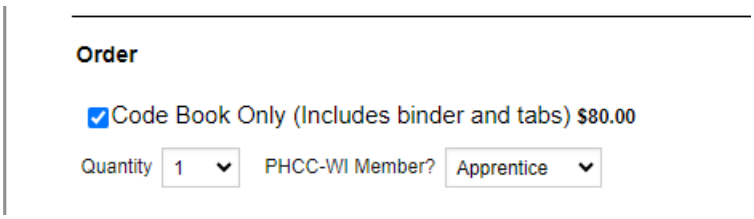
#2 – Order a Plumbing Code Book

You are required to purchase a plumbing code book. Please bring your code book to your first day of class.

To place your order, please go to: https://www.abcwi.org/code

Choose "Associated Builders & Contractors of Wisconsin" as your Apprentice program to receive an apprentice discount

Choose – Code Book Only (includes binder and tabs).



Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Phone Number: (608) 266-2112

LicensE Portal: **License.wi.gov**
Email: dsps@wisconsin.gov
Website: http://dsps.wi.gov

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

PLUMBING APPRENTICE REGISTRATION APPLICATION INFORMATION

Requirements for Credential

Per Wis. Stat. § 145.06, no person may engage in or work at plumbing in the state unless licensed to do so by the Department.

Per Wis. Admin. Code § 305.95, a person who holds a registration as a registered Plumbing Apprentice may install or modify plumbing under the general supervision of a person who is a licensed Master Plumber. A person who installs or modifies plumbing as a registered Plumbing Apprentice may do so if he or she is indentured under Wis. Stat. ch. 106.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

1. **Application and Fees**: Application and Fees: Apply and pay fees online in LicensE, https://license.wi.gov. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. NOTE: If DSPS requests additional documents they must be uploaded within three (3) months from the date they were requested. Failure to do so may result in having to submit a new application and pay fees.

2. **Plumbing Apprenticeship**: A person applying for a Plumbing Apprentice registration shall be indentured in a plumbing apprenticeship program recognized under Wis. Stat. ch. 106 or the Federal Department of Labor. **Attach** a copy of the apprenticeship contract or proof of plumbing indentureship from the Wisconsin Bureau of Apprenticeship Standards. If you have any questions about apprenticeship standards, please contact the Wisconsin Bureau of Apprenticeship Standards at: http://dwd.wisconsin.gov/apprenticeship/contacts.htm or 608-733-3930.

Committed to Equal Opportunity in Employment and Licensing