



December 11, 2015

TO: State Electrical Apprenticeship Advisory Committee Members

FROM: Kirsten Reader, Administrator
Division of Professional Credential Processing

RE: Questions Regarding the Electrical Apprentice Licensing Requirements and Procedures from the State Electrical Apprenticeship Advisory Committee

Below, the Department of Safety and Professional Services (DPS) offers their responses to questions posed to them by the State Electrical Apprenticeship Advisory Committee in an August 4th, 2015 letter from Karen Morgan, Director of Bureau of Apprenticeship Standards at the Department of Workforce Development (DWD).

1. How can the apprentice licensing exam be offered in more locations, more frequently, such as proctoring the test through the Wisconsin Technical College System? The exam is currently offered in only two locations, Eau Claire and Pewaukee. The Pewaukee exam is offered only every other month. Enrollment is often full and logistics become challenging for local apprenticeship committees that sponsor many apprentices. Overall, the limited availability contributes to the gap in time before a registered apprentice can work in accordance with the regulations.

Currently, trades exams are offered in three locations across the state – Pewaukee, Eau Claire and Appleton. The Pewaukee location offers trades exams every month and Eau Claire and Appleton offers trades exams every other month, allowing two opportunities to take a trades exam every month.

The Office of Education and Exams at the DPS has started conversations with out-state partners to offer exams in other locations. More information on possible partnerships will be forthcoming.

2. Could the registration fee for a beginner license be rolled over to apply to the registration fee for an apprentice license?

Within Wisconsin Administrative Code SPS 305, the Beginning Electrician and Electrical Apprentice are two separate credentials with separate application and credential fees which are nonrefundable.

3. What is the process for an apprentice to request accommodations for the licensing exam?

The DPS accepts accommodation requests for trades exams via email to DSPSSbCredentialing@wisconsin.gov. Accommodation requests must include a doctor's note with the requested accommodation.

4. How does DPS notify apprentices of their testing date and location? Many apprentices have claimed they are inadequately notified.

Once an exam applicant has been signed up to take their exam, a letter is sent to them that includes all the information required for the exam day. Applicants need to be signed up 30 days prior to the exam.

5. How does DSPS handle the license of an electrical apprentice who exceeds the one-year proposed completion date of their apprenticeship contract?

An electrical apprentice is able to renew their credential by paying the application and credential fee. Electrical apprentices are allowed to hold their credential for five years and may have an additional year in order to take and pass the exam.

6. How does DSPS notify the Bureau and vice versa when it cancels an apprenticeship license?

The DSPS cancels apprentice licenses at the request of the Bureau of Apprenticeship Standards. These requests come in via email or phone.

7. How are the new licensing requirements being enforced on job sites?

Currently, when a DSPS Inspector arrives at a job site, they provide information on the electrician licensure requirements, and ensure there are no questions on the requirements. The DSPS works with all individuals to ensure compliance, but understands that licensure requirements are the individual's responsibility. Each municipality may have different standards of enforcement.

8. How can the process be sped between the contract and license when the apprentice contract is signed and the apprentice license is generated? Currently, the BAS generates a letter to the apprentice that states the contract is pending; everywhere else except in Madison, the apprentice must mail the letter and license application. How can there be no delay between the issuance of the apprenticeship contract and the apprentice license so that the apprentice can work legally immediately?

The DSPS and the DWD will be meeting with stakeholders in the new year to discuss both interagency efficiencies, like the use of SharePoint to transfer documents, and ensuring there is no agency delays in the processing of apprenticeship license applications.