



Pearson
VUE



Wisconsin DSPS: Trades Program Candidate Handbook

July 2024

State Licensing Information

Candidates may contact the Wisconsin Department of Safety and Professional Services (DSPS) with questions about obtaining or maintaining a license after the examination has been passed.

Wisconsin Department of Safety and Professional Services (DSPS)

Hill Farms State Office Building
4822 Madison Yards Way
Madison, WI 53705

Phone

(608) 266-2112

Website

<http://dsps.wi.gov>

Examination Information

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

Pearson VUE

Wisconsin DSPS Trades
Attn: Regulatory Program
5601 Green Valley Drive
Bloomington, MN 55437

Phone

(877) 244-0231

Email

pearsonvuecustomerservice@pearson.com

Website

<https://www.pearsonvue.com/us/en/wi/dsps.html>

Quick Reference

Reservations

Before making an exam reservation

Candidates should thoroughly review this handbook. It contains important examination information regarding eligibility for the examination and the licensing application process.

Making an exam reservation

Candidates may make a reservation by either visiting <https://www.pearsonvue.com/us/en/wi/dsps.html> or calling Pearson VUE.

Candidates are encouraged to make their exam reservation at least forty-eight (48) hours in advance.

Walk-in examinations are not available.

Schedules & Fees

Test centers

Candidates should visit <https://www.pearsonvue.com/us/en/wi/dsps.html> for a complete list of testing centers available.

Exam fees

The examination fee must be paid at the time of reservation by credit card, debit card, or voucher.

Fees will not be accepted at the test center. Examination fees are non-refundable and non-transferable, except as detailed in the Change/Cancel Policy.

Exam Day

What to bring to the exam

Candidates should bring to the examination proper identification as outlined in the **What to Bring** section.

Exam procedures

Candidates should report to the test center at least fifteen (15) minutes before the examination begins to complete registration. Each candidate will leave the test center with an official score report in hand.

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Overview

This handbook provides information about the examination and licensing process for Wisconsin DSPS Trades testing candidates. A LicenseE account is required.

Individuals who wish to test with Wisconsin DSPS Trades must:

1. Read the handbook to learn about the examination and licensing requirements.

Approval is required from Wisconsin DSPS prior to scheduling an examination. This approval should be requested through LicenseE, Wisconsin's online occupational license application platform. Visit license.wi.gov to register for a new account or access an existing account. DSPS will send exam approval directly to Pearson VUE.

2. Receive an exam authorization email from Pearson VUE.

Once Pearson VUE receives exam approval from Wisconsin DSPS, you will receive an Authorization to Test email with information about how to schedule an exam.

3. Make a reservation and pay the examination fee.

Make a reservation (by phone or online) with Pearson VUE for the examination. Online reservations can be made at <https://www.pearsonvue.com/us/en/wi/dsps.html>.

4. Go to the test center.

Go to the test center on the day of the examination, bringing along all required identification items.

You will receive your results immediately after the exam. If successful, you can apply for a license. If unsuccessful, you will need to reapply for an exam through Wisconsin DSPS.

Passing results are valid for one (1) year.

5. Apply for a license.

After passing the examination, you must wait two (2) days before applying for your license. After two (2) days, visit license.wi.gov to submit your license application through LicenseE.

Introduction

About Wisconsin DSPS Trades

The mission of the Wisconsin Department of Safety and Professional Services (DSPS) is to promote economic growth and stability while protecting the citizens of Wisconsin as designated by statute.

Contact Information

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

Pearson VUE Wisconsin DSPS Trades

Attn: Regulatory Program
5601 Green Valley Drive
Bloomington, MN 55437

Phone: (877) 244-0231

Website: <https://www.pearsonvue.com/us/en/wi/dsps.html>

Email: pearsonvuecustomerservice@pearson.com

Live Chat is available to address candidate support inquiries and is the quickest way to reach a customer service agent. It is available from 7:00 A.M. to 10:00 P.M. CST Monday through Friday, 7:00 A.M. to 4:00 P.M. CST on Saturday, and 9:00 A.M. to 3:00 P.M. CST on Sunday. Availability is subject to change during locally-designated holidays.

Please visit <https://www.pearsonvue.com/us/en/wi/dsps.html#contact> for more information.

Candidates may contact Wisconsin DSPS with questions about obtaining or maintaining a license.

Wisconsin Department of Safety and Professional Services (DSPS)

Hill Farms State Office Building
4822 Madison Yards Way
Madison, WI 53705

Phone: (608) 266-2112

Website: <http://dsps.wi.gov>

Licensure Process

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of a particular profession, vocation, or occupation and prohibits all others from legally practicing that profession. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

The state of Wisconsin has commissioned the services of Pearson VUE to develop and administer its DSPS Trades licensing examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

Licensure Application

All applications for licensure and permits must be made through LicenseE, Wisconsin's online occupational license application platform. Visit license.wi.gov to register for a new account or access an existing account.

Licensure Eligibility

After requesting exam approval through LicenseE, Wisconsin DSPS will send exam eligibility confirmation to Pearson VUE. Once Pearson VUE receives the exam authorization, candidates will receive an email that their information was received and details about how to schedule an exam.

Exam Reservations

Making a Reservation

Online reservations are the most efficient way for candidates to schedule their examinations. Candidates must visit <https://www.pearsonvue.com/us/en/wi/dsps.html> to make an online reservation for an examination. The candidate will need to fill in all required fields, which are preceded by an asterisk (*), on the online form in order to create an ID and be assigned a password. Step-by-step instructions will lead the candidate through the rest of the examination reservation process.

Candidates must make an online reservation at least forty-eight (48) hours before the desired examination date. **Walk-in examinations are not available.**

Candidates who wish to make a phone reservation at (877) 244-0231 must do so at least forty-eight (48) hours before the desired examination date.

Before making a reservation, candidates should have the following:

- Legal name, address, email address, daytime telephone number, and date of birth
- Name of the examination(s)
- Preferred examination date and test center location

A complete list of testing locations is available at <https://www.pearsonvue.com/us/en/wi/dsps.html>.

Available Exams and Fees

Exams are open book, and a list of permitted reference materials for each exam can be found on the exam information page of each profession.

To find the reference list for an exam, visit the [DSPS Professions website](#), select your profession, and click **Exam Information** under the **Additional Resources** section on the left side of the page.

A list of permitted reference materials for all DSPS Trades exams can also be found at <https://dsps.wi.gov/Documents/DPD-OEE/DSPSPermittedTradesExamMaterials.pdf>.

| Exam Title | Exam Fee |
|---|----------|
| Automatic Fire Sprinkler Contractor–Maintenance | \$75 |
| Automatic Fire Sprinkler System Tester | \$65 |
| Class 1 Blaster | \$90 |
| Class 2 Blaster | \$90 |
| Class 3 Blaster | \$90 |
| Class 4 Blaster | \$90 |
| Class 5 Blaster | \$90 |
| Class 6 Blaster | \$90 |

| Exam Title | Exam Fee |
|---|----------|
| Class 7 Blaster | \$90 |
| Commercial Building Inspector | \$95 |
| Commercial Electrical Inspector | \$95 |
| Commercial Plumbing Inspector – Part 1 | \$90 |
| Commercial Plumbing Inspector – Part 2 | \$90 |
| Elevator Mechanic | \$95 |
| Elevator Mechanic – Restricted | \$90 |
| HVAC Qualifier | \$95 |
| Industrial Journeyman Electrician | \$95 |
| Journeyman Automatic Fire Sprinkler | \$90 |
| Journeyman Electrician | \$95 |
| Journeyman Plumber – Part 1 | \$90 |
| Journeyman Plumber – Part 2 | \$90 |
| Journeyman Plumber – Restricted Appliance | \$90 |
| Journeyman Plumber – Restricted Service | \$90 |
| Lift Mechanic | \$95 |
| Master Electrician | \$95 |
| Master Plumber – Part 1 | \$95 |
| Master Plumber – Part 2 | \$95 |
| Master Plumber – Restricted Appliance | \$90 |
| Master Plumber – Restricted Service | \$90 |
| POWTS Inspector | \$90 |
| Residential Journeymen Electrician | \$95 |
| Residential Master Electrician | \$95 |
| UDC – Construction Inspector | \$90 |
| UDC – Electrical Inspector | \$90 |
| UDC – HVAC Inspector | \$90 |
| UDC – Plumbing Inspector | \$90 |
| Utility Contractor | \$65 |
| Weld Test Conductor | \$90 |

Exam fees must be paid at the time of the reservation by credit card, debit card, or voucher. **Fees will not be accepted at the test center.** Examination fees are non-refundable and non-transferable, except as detailed in the **Change/Cancel Policy**.

Vouchers

Vouchers offer another convenient way to pay for exams. They can be purchased online at <https://voucherstore.pearsonvue.com/order> by credit card, either individually or in bulk. To redeem a voucher as payment when scheduling an exam, select voucher as the payment method and provide the voucher number. All vouchers are pre-paid, non-refundable, and non-returnable.

Vouchers expire twelve (12) months from the date they are issued, and expiration dates cannot be extended. An exam must be taken by the expiration date printed on the voucher.

Change/Cancel Policy

Candidates wishing to cancel or reschedule their examination without penalty must do so at least forty-eight (48) hours before the examination.

Visit <https://www.pearsonvue.com/us/en/wi/dsps.html> to cancel online or call Pearson VUE at (877) 244-0231 to cancel by phone. Candidates who wish to change or cancel a reservation and have provided proper notice may transfer the fees to a new reservation or request a refund. Refunds for credit or debit card payments are processed immediately while refunds for payments made with vouchers are processed within 2-3 weeks. Candidates who change or cancel their reservations without proper notice are responsible for the examination fee.

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether paid individually or by a third party.

Absence/Lateness Policy

Candidates who are absent from or late to an exam may call Pearson VUE within fourteen (14) days of the exam date to request an excused absence for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in the candidate's immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

A case number will be assigned and instructions will be provided for the candidate to email supporting documentation. **Candidates absent from or late to an exam who have not changed or canceled the reservation according to the Change/Cancel Policy will not be admitted to the exam and will forfeit the exam fee.**

Weather Delays and Cancellations

If severe weather or a natural disaster makes the Pearson VUE test center inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

Pearson VUE Holiday Schedule

Testing may be unavailable on U.S. federal holidays and, in some cases, holiday weekends.

Accommodations

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to an exam. Accommodations are not a guarantee of improved performance or exam completion.

Pearson VUE provides reasonable and appropriate accommodations to individuals who demonstrate a need for accommodations.

Test accommodations may include things such as:

- Separate testing room
- Extra testing time
- Reader or recorder (for individuals with mobility or vision impairments who cannot read or write on their own)

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- Description of past accommodations that the candidate has received

The steps to follow when requesting test accommodations vary, depending on the test program sponsor. To begin, visit <https://www.pearsonvue.com/us/en/test-takers/accommodations.html> and select the test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA coordinator at accommodationspearsonvue@pearson.com.

All registrations with accommodations must be rescheduled and/or canceled through the Pearson VUE call center at (877) 244-0231.

Exam Day

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

What to Bring/Needed for Exams

All candidates are required to bring identification that is deemed acceptable to the test center on the day of the examination.

Acceptable Forms of Identification

Candidates must present a valid and unexpired form of current identification. The primary identification must be government-issued and photo-bearing with a signature. Identification must be in English and exactly match the name used to register for the exam.

Primary ID (including photograph and signature, not expired)

- Government-issued driver's license
- U.S. Department of State driver's license
- U.S. learner's permit (plastic card only, with photo and signature)
- National/State/Country identification card
- Passport
- Passport card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

If the ID presented has an embedded signature that is difficult or impossible to read or is not visible (microchip), the candidate must present another form of identification from the Primary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

Exam Procedures

Candidates should report to the test center fifteen (15) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed, and they will be photographed for the score report. Candidates are required to review and sign a Candidate Rules Agreement form. If the Candidate Rules Agreement is not followed and/or cheating or tampering with the examination is suspected, it will be reported as such, and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action, such as prohibiting candidates from retaking the examination and/or denying a license.

Candidates will have an opportunity to take a tutorial on the computer on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on the requirements for licensure.

Candidates may begin the examination once they are familiar with the computer. The examination begins as soon as the candidate looks at the first examination question. The examination will end automatically after the examination time has expired, and candidates will leave the test center with their official scores in hand.

Pearson VUE Testing Policies

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books and/or notes, pens, and pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family, or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.

- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate must raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, **candidates are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building, they will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary — for example, personal medication that must be taken at a specific time. However, **a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are not allowed to access other items, including but not limited to cellular phones, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct — giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room — will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

Score Reporting

When candidates complete the examination, they will receive a score report marked “pass” or “fail.” Candidates who pass the examination will receive a score report with information on how to apply for a license.

Duplicate Score Reports

Candidates may log in to their Pearson VUE account to obtain a duplicate score report.

Retake Requirements

A new exam eligibility must be sent to Pearson VUE prior to scheduled an appointment to retake the exam. Wisconsin DSPS sends one exam authorization at a time.

Questions or Comments About the Exam

For security reasons, examination materials are not available to candidates for review. Candidates who have questions, comments, or concerns related to the exams, score, or score reports, or those who wish to verify any data held in Pearson VUE files, should direct written inquiries to Pearson VUE at the address provided at the beginning of this handbook. Candidates may also email their questions directly to Pearson VUE Customer Service at pearsonvuecustomerservice@pearson.com.

In all correspondence, candidates should provide their name and address information. If questions or comments concern an examination already taken, candidates should also include:

- the name of the examination
- the date the examination was taken
- the location of the test center