

Wisconsin Department of Safety and Professional Services  
Trades Credentialing Unit  
PO Box 78780  
Milwaukee, WI 53293-0780

Phone: 608-266-2112  
Email: [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov)  
Web: <http://dsps.wi.gov>  
Scott Walker, Governor  
Dave Ross, Secretary

**Continuing-Ed hrs on time but expired**

**Late Credential Renewal Application**

**DWELLING CONTRACTOR QUALIFIER CERTIFICATION** Class Code **7655**

Use this form for renewal of a credential expired not more than one cycle and/or for credential where continuing education was taken late. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**Instructions:** Clearly print or update information where needed. **Be certain to sign and date the application.** Make a photocopy of the completed application for your records. **Your Expiration date**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Our records show that the credential expires/expired on \_\_\_\_\_ thus is not valid any time after this date. Any work performed which requires this credential may be prosecuted as per SPS 305.12.

<b>Applicant Information</b>		← Qualifier #
Applicant's SSN: (new applications only)		←
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, E-mail Address:		←

Cont-ed hours on time but expired

Make checks payable to: State of WI – DSPS and send to the address on the top left of this renewal application. Granting of a credential renewal after expiration is for the time period from the date of issuance to the expiration date indicated on the credential card. Any work done while the credential was invalid is subject to the prosecution and penalties for working without the proper credential as per SPS 305.12.

Renewal Method 1	
Situation Category	Fee Required
Credential has expired - fee required is application fee	\$ 15.00
Continuing education credits were obtained after continuing education cycle - fee required is \$25	\$
Credential fee	\$ 30.00
<b>TOTAL</b>	<b>\$ 45.00</b>

Note: Renewal may also be achieved by completing the appropriate requirements for obtaining the license, certification or registration initially, including the passage of a license, certification or registration examination, if required.

**Renewal Method 1 Continuing education credits obtained late:**

SPS 305.07 (2)(b) 1. A person may apply to renew his or her license, certification or registration in accordance with par. (a) no later than one term after expiration of the license, certification or registration as specified in Table 5.06 in accordance with all of the following conditions:

- a. An application fee as specified in s. SPS 305.02, Table 305.02 shall accompany the renewal application.
  - b. Any continuing education credit obtained after the time frame specified under s. SPS 305.08 (3)(a), but prior to the one-term deadline for renewal as specified in Table 305.06, that is needed to fulfill the renewal obligations shall be documented and filed with the department on this form.
2. The submission of a form under subd. 1.b. to the department shall include a \$25.00 processing fee.

**Attach to the renewal application the fee for Renewal Method 1 and attendance verification for education courses not listed in the table.** The verification must contain the name of the course attended, the Department of Safety & Professional Services course approval number, your name, your credential number, and the date the course was attended or completed.

If you do not have written proof of course attendance, contact the course sponsor and obtain this written proof from them.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mo/day/yr)

Make checks payable to: State of WI – DSPS and send to the address on the top left of this renewal application. Granting of a credential renewal after expiration is for the time period from the date of issuance to the expiration date indicated on the credential


**Expired and cont-ed hours are late form**

### Late Credential Renewal Application

### DWELLING CONTRACTOR QUALIFIER CERTIFICATION Class Code **7655**

Use this form for renewal of a credential expired not more than one cycle and/or for credential where continuing education was taken late. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**Instructions:** Clearly print or update information where needed. Be certain to sign and date the application. **Make a photocopy of the completed application for your records.** **Your Expiration date**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Our records show that the credential expires/expired on \_\_\_\_\_   
this is not valid any time after this date. Any work performed which requires this credential may be prosecuted as per SPS 305.12.

<b>Applicant Information</b>			
Applicant's SSN: (new applications only)		←	Qualifier #
Applicant's Name (First, Middle and Last):		←	
Address No. & Street, or P.O. Box:		←	
City, Town or Village, State, Zip + 4 Code:		←	<b>Expired &amp; cont-ed hours are late form</b>
Country, If Other Than United States:		←	
Telephone No. (include area code):		←	
If Available, E-mail Address:		←	

Make checks payable to: State of WI – DSPS and send to the address on the top left of this renewal application. Granting of a credential renewal after expiration is for the time period from the date of issuance to the expiration date indicated on the credential card. Any work done while the credential was invalid is subject to the prosecution and penalties for working without the proper credential as per SPS 305.12.

Renewal Method 1	
Situation Category	Fee Required
Credential has expired - fee required is application fee	\$ 15.00
Continuing education credits were obtained after continuing education cycle - fee required is \$25	\$ 25.00
Credential fee	\$ 30.00
<b>TOTAL</b>	<b>\$ 70.00</b>


Note: Renewal may also be achieved by completing the appropriate requirements for obtaining the license, certification or registration initially, including the passage of a license, certification or registration examination, if required.

#### Renewal Method 1 Continuing education credits obtained late:

SPS 305.07 (2)(b) 1. A person may apply to renew his or her license, certification or registration in accordance with par. (a) no later than one term after expiration of the license, certification or registration as specified in Table 5.06 in accordance with all of the following conditions:

- a. An application fee as specified in s. SPS 305.02, Table 305.02 shall accompany the renewal application.
- b. Any continuing education credit obtained after the time frame specified under s. SPS 305.08 (3)(a), but prior to the one-term deadline for renewal as specified in Table 305.06, that is needed to fulfill the renewal obligations shall be documented and filed with the department on this form. **Gary Klinka's verification form**


2. The submission of a form under subd. 1.b. to the department shall include a \$25.00 processing fee.

**Attach to the renewal application the fee for Renewal Method 1 and attendance verification for education courses.** 

The verification must contain the name of the course attended, the Department of Safety & Professional Services course approval number, your name, your credential number, and the date the course was attended or completed.

If you do not have written proof of course attendance, contact the course sponsor and obtain this written proof from them.

\_\_\_\_\_  
Applicant's Signature 

\_\_\_\_\_  
Date (mo/day/yr) 

Make checks payable to: State of WI – DSPS and send to the address on the top left of this renewal application. Granting of a credential renewal after expiration is for the time period from the date of issuance to the expiration date indicated on the credential