

## Credential (License) Application & Code Book Info

Please complete these two items as soon as possible.

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### #1 – Apply for your Plumbing Apprenticeship License

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

#### Steps to Apply for a License:

1. You need your **\*\*Apprenticeship 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 LicenseE 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 Apprenticeship 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 LicenseE 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.

**\*\*Apprenticeship Contract** – You should receive an email from [DoNotReply@dwd.wisconsin.gov](mailto:DoNotReply@dwd.wisconsin.gov) within a week of your contract signing letting you know your contract is available to download. The email will include a link to the BASERS website to login and download your contract. This was the website you logged into during orientation to sign your contract. Contracts are only emailed to apprentices and mailed to employers. <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](mailto:DSPSCREDTrades@wisconsin.gov)

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### #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 Apprenticeship program to receive an apprenticeship discount

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

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#### Order

Code Book Only (Includes binder and tabs) \$80.00

Quantity  PHCC-WI Member?