

Credential (License) Application

As an sprinkler fitting apprentice, you are required to obtain an apprentice license from the Wisconsin Department of Safety & Professional Services (DSPS).

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 mail 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 an email from 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