

August 4, 2015

TO: Department of Safety and Professional Services,  
Electrical Licensing  
C/O Susan Theisen

FROM: Karen Morgan, Director  
Bureau of Apprenticeship Standards

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

On behalf of the State Electrical Apprenticeship Advisory Committee, a joint labor-management committee comprised of employers and labor organizations that sponsor registered electrical apprentices (construction), I am forwarding several questions regarding the procedures for the new electrical apprentice license. In addition, I invite a representative from your Department to attend the fall meeting of the Committee to discuss your reply. It is scheduled for Monday, October 26, at 10:00 a.m., at Moraine Park Technical College in West Bend, WI.

The aim of the State Committee is to align the administrative procedures for registered apprenticeship and apprenticeship licensing, particularly to decrease the amount of time between the issuances of the apprenticeship contract and the apprentice license. In that gap of time, the apprentice cannot perform work in accordance with the new regulations, and the employer is held accountable.

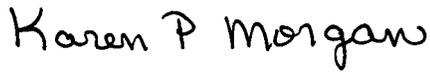
**The state committee's questions are as follows:**

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.
2. Could the registration fee for a beginner license be rolled over to apply to the registration fee for an apprentice license?
3. What is the process for an apprentice to request accommodations for the licensing exam?
4. How does DSPS notify apprentices of their testing date and location? Many apprentices have claimed they are inadequately notified.

5. How does DSPS handle the license of an electrical apprentice who exceeds the one-year proposed completion date of their apprenticeship contract?
6. How does DSPS notify the Bureau and vice versa when it cancels an apprentice's license?
7. How are the new licensing requirements being enforced on job sites?
9. 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?

Thank you for your attention to these matters. My staff will email an invitation to the State Committee's fall meeting notice to you in September.

Sincerely,

A handwritten signature in black ink that reads "Karen P Morgan". The signature is written in a cursive, slightly slanted style.

Karen Morgan, Director  
Bureau of Apprenticeship Standards  
608-266-3332