Weights & Measures Service Company Technician Certification FAQs

BUREAU OF WEIGHTS AND MEASURES

PO Box 8911
Madison, WI 53708
(608) 224-4942
datcp.wi.gov

RESOURCES

Weights and Measures Service Companies and Technicians webpage
https://datcp.wi.gov/Pages/Programs_Services/WeightsAndMeasuresServiceCompaniesTechnicians.aspx

Wis. Admin. Code ATCP 92
https://docs.legis.wisconsin.gov/code/admin_code/atcp/090/92

Wis. Statute Ch. 98
https://docs.legis.wisconsin.gov/statutes/statutes/98

Are all licensed service companies subject to technician testing and certification requirements?

Some businesses may only install devices, leaving customers to hire another service company to "place in service" these devices. While these businesses must still obtain a service company license from DATCP, technician testing and certification requirements do not apply to business employees who only install devices.

Businesses that "install, service, test or calibrate weights and measures" are required to be licensed (Wis. Stat. § 98.18). Licensed service companies need to employ state certified technicians to do the following:

- Test, calibrate or service a weighing and measuring device
- Remove an official rejection tag, or
- Verify the correctness of a device.
  (Wis. Adm. Code § ATCP 92.21)

Can individuals complete the technician testing and certification process if they're not employed with a licensed service company?

Anyone can apply to take a weights and measures technician exam. However, a person can only perform regulated activities as a certified technician employed by a licensed service company.

How do I apply to take an exam?

Applicants will need to complete and return the Service Company Technician Exam application form. The form is available at our website:
https://datcp.wi.gov/Documents/TR-WM-81.pdf

What exams do I need to take and what are the exams like?

To be certified for most devices, you need to pass exams on National Institute of Standards and Technology (NIST) Handbook (HB) 44. You will need to take one exam on HB 44 general code and one exam for each device for which you want certification. There are three exemptions to this requirement.

- Farm Milk Tanks require one exam that covers both HB 44 General Code, and specific device requirements.
- Timing Devices require only the Handbook 44 General Code exam.
- Liquid Natural Gas Retail Motor Fuel meters require the Handbook 44 General Code and Retail Computing Scale exams.

The exam will ask for 10 to 20 true-false or multiple choice answers. A total of 4 hours is allowed to complete the tests.

Technician Certification Exams:

- Handbook 44 General Code(All devices)
- Retail Computing Scales (300 lbs and less capacity)
- Medium Capacity Scales (> 300 to 5000 lbs capacity)
- Livestock Scales (scales over 5,000 lbs. capacity)
- Vehicle Scales (Heavy capacity scales)
- Railroad Track Scales
- Belt Conveyor Scales
- Liquid Natural Gas (LNG)

- Farm Milk Tanks
- Retail Motor Fuel/Liquid Measuring Devices
- Vehicle Tank Meters
- LPG Meters
- Agrichemical/Mass Flow Meters
- Petroleum Loading Rack Meters
- Compressed Natural Gas (CNG)
- Other devices

Where and/or when will Wisconsin service company technician exams be held?

Monthly exams are held in 4 locations on an annual basis: Milwaukee, Madison, Oshkosh, and La Crosse. A minimum of 3 testers is required per location in order for the exam to be held. If less than 3 testers apply, DATCP will call or email those testers and let them know that no exam will be held at that location on that day and will offer them an alternate location/date. For detailed information, see Weights and Measures Technician Examination Schedule on our [webpage](#).

What do I need to bring to take an exam?

Each examination will be "open book." Applicants will need to bring:
- Their Examination Notice
- A form of photo identification with signature
- A calculator
- Relevant sections or copies of NIST Handbook 44 and NIST Handbook 112
- Number 2 pencil

How will I be notified?

Applicants will receive an Examination Notice letter from DATCP approximately 10 days prior to their scheduled exam. The notice will identify:
- A specific time (usually 8:30 a.m.)
- Exam location, and provide other instructions.

What fees are required to take the service company technician exams?

A $30 exam fee is required for each exam applicant. This fee entitles an applicant to take specific exams in one or more certification categories on the same day, and covers the costs associated with proctoring and grading the exams and administering the examination process.

Unless notified in advance, DATCP may levy a $3 no-show charge to applicants who miss scheduled test dates.

What is the passing grade?

A minimum score of 70% is required in Wisconsin as a passing grade for each exam.

How and when will I know my exam score?

Generally the department will grant or deny a certification application within 45 days of the exam date if the application was completed properly.

What if I don't pass the exam?

There is a 30-day waiting period before a retest in any of the device certification categories. Applicants reapply by completing the Service Company Technician Exam Application form, and include the $30 exam fee.

What are NIST Handbook 44 and NIST Handbook 112?

NIST Handbook 44:
- Adopted in full by Wisconsin Statute.
- Contains specifications, tolerances, and other technical requirements for weighing and measuring devices developed by the National Conference on Weights and Measures.

NIST Handbook 112:
- A guide for the field examination of commercial weights and measures devices.
- Contains examination procedures.
- References applicable sections of Handbook 44 in its step by step description of inspection procedures.
- Does not contain examination procedures for every weights and measures device.

What edition of NIST Handbook 44 is the test based on?

Tests are based on the current edition year.

How can I obtain HB 44 and/or HB 112?

NIST Handbook 44 and HB 112 can be accessed via the National Institute of Standards and Technology (NIST) website at http://www.ncwm.net/publications

What if I want to work in Minnesota?

The state of Minnesota requires us to administer an exam on their state laws in addition to the exams on HB 44. You will need to contact Minnesota prior to submitting a Service Company Technician Exam application to DATCP and obtain the following:
- Test preparation materials
- Complete any service company registration requirements for Minnesota

The results of the device exams are based on HB 44 and can be used to obtain registration in Minnesota. Contact Julie Quinn, Minnesota Department of Commerce Julie.quinn@state.mn.us

What is required for a service company to register certified technicians that passed Wisconsin and Minnesota exams to register in Wisconsin?

If tested within the previous five years you will need to:
- Complete and return the Service Company Technician Certification
- Include proof of Minnesota test results

No Wisconsin fee to register exam results from Minnesota.

Will my certification expire?

Yes, Wisconsin technician certifications expire five years after issuance. Prior to expiration, technicians will be required to undergo retesting to ensure up-to-date knowledge of NIST Handbook 44.

Will I be sent proof I can perform weights and measures work in Wisconsin?

Upon receipt of completed Service Company Technician Certification forms, DATCP will issue a certificate and cards to technicians identifying the appropriate device categories for which they are certified in Wisconsin.

If you have questions, contact us at 608-224-4942 or DATCPWeightsandMeasures@wi.gov