

**EMPLOYER'S CERTIFICATION FORM – IMPORTANT INFORMATION**

You must use the attached Employer's Certification Form (ECF) to submit proof of your hours of experience working in the plumbing trade. The TSBPE will only accept a signed, original ECF.

**You will only receive credit for the hours you worked while you held a current Plumber's Apprenticeship Registration or current Tradesman Plumber-Limited License.** Below is a list of the types of registrations and examinations with a work experience requirement.

- Residential Utilities Installer Registration – 2,000 hours as a Plumber's Apprentice
- Drain Cleaner Registration – 4,000 hours as a Plumber's Apprentice or Tradesman Plumber-Limited with a Drain-Cleaner Restricted Registration
- Tradesman Plumber-Limited Examination – 4,000 hours as a Plumber's Apprentice
- Journeyman Plumber Examination – 8,000 hours as a Plumber's Apprentice and/or a Tradesman-Plumber-Limited

The TSBPE does not track your hours for you. However, you can send in a signed, original ECF at any time, and we will keep it in your file. The ECF must be signed by the RMP who was the RMP at the time you worked for the company, or the licensee who supervised you on the job. If you earned all of your hours working for the same employer, then you need to submit only one ECF. If you earned your hours working for more than one employer, you must submit a separate ECF from each employer. We strongly recommend that you request an employer complete an ECF each time you end your employment with a particular employer.

When you ask the employer to complete the ECF, you must **make your request in writing**. You should also give them an ECF with your personal information (name, date of birth, license/registration number, etc.) already filled in, so the employer knows who you are and can determine when you worked for them. To make sure the ECF gets back to you, provide a self-addressed, stamped envelope. Make a copy of the signed ECF, and then mail the original to the TSBPE at P.O. Box 4200, Austin, Texas 78765.

You may also want to try contact your employer by email (if they have an email address). Many companies are willing to download the ECF from the TSBPE website at [www.tsbpe.texas.gov](http://www.tsbpe.texas.gov) under "Applications/Forms." You can also include the ECF as an attachment to your email and ask that they print it out and complete it. Be sure to include your mailing address in the email, so the employer knows where to send it.

If you think you will have difficulty obtaining verification of your hours from a past employer, we recommend that you mail the ECF using the return receipt requested option offered by the U.S Postal Service. Sending it this way will help you to prove that you attempted to obtain verification of your hours. Should the employer fail to complete the ECF and return it to you, the TSBPE will need proof of your request in order to help you. The RMP or licensee who supervised you is required to complete the ECF and return it to you within thirty (30) days of your written request.

We hope this information helps and wish you good luck. Please let us know if you need more information.

**TEXAS STATE BOARD OF PLUMBING EXAMINERS**  
**PO BOX 4200, AUSTIN, TEXAS, 78765 • 512-936-5200 • www.tsbpe.texas.gov**

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Revised August 2017

▶ In accordance with sections 1301.002 and 1301.354 of the Plumbing License Law and sections 363.4-363.5 and 363.10-363.11 of the Board Rules, a person will only receive credit for the hours of work experience in the plumbing trade needed to qualify to take the Tradesman Plumber-Limited or Journeyman Plumber examination, or Register as a Residential Utilities Installer or Drain Cleaner **if the hours were earned while the person held a current (not expired) Plumber's Apprentice Registration, or a current Tradesman Plumber-Limited License, if applicable.**

Applicant's Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone # \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security No. \_\_\_\_\_ State Issue D.L. or I.D. No. \_\_\_\_\_

*Disclosure of your social security number is required. Your social security number is being solicited pursuant to Texas Family Code § 231.302 for use by the state's Title IV-D agency to assist in the administration of laws relating to child support enforcement under 42 U.S.C. §§ 601-617 and 651-669.*

Plumber's Apprentice Registration # \_\_\_\_\_ or Tradesman Plumber-Limited License # \_\_\_\_\_

Type of registration or examination that the applicant is applying for at this time (check all that apply):

Residential Utilities Installer     Drain Cleaner     Tradesman Plumber-Limited     Journeyman Plumber

▶ By signing below, both the above-named Applicant and the Responsible Master Plumber (RMP), or other licensee that supervised the Applicant, certify that the Applicant, while registered as a Plumber's Apprentice or licensed as a Tradesman-Plumber Limited, has worked in the plumbing trade under the supervision of a RMP and the direct supervision of a licensee for the period(s) shown below. The Applicant and the RMP/licensee also certify that the information submitted is true and correct and understand that submitting false information to the Board may result in criminal and/or administrative penalties to the Applicant and the RMP/licensee.

DATE(S) EMPLOYED		
(Supporting documentation may be required)		
FROM: MONTH / YEAR	TO: MONTH / YEAR	TOTAL HOURS WORKED
<b>TOTAL OF HOURS WORKED LISTED ABOVE ▶</b>		

RMP or Licensee Name \_\_\_\_\_ License # \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
**Signature of RMP or Licensee**

\_\_\_\_\_  
 Date

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
 Date