

PLUMBER'S APPRENTICE REGISTRATION APPLICATION

REMINDER: This application (and many others) can be completed entirely online via the Online Licensing System. **Applications submitted online are processed and approved considerably faster than those sent via US Mail.** To login to your online account or create a new account, scan the code on the right with your phone or go to: tsbpe.texas.gov/ols



Minimum Requirements for the Apprentice Registration:

- Must provide proof that the applicant is authorized to work lawfully in the United States
- Must be at least 16 years of age
- Fingerprints are required for all Apprentice Registrants. This is a one-time, state-mandated obligation that cannot be transferred between agencies. See the final page of this application for details.
- Must submit non-refundable Apprentice Registration application fee (\$15)

If the applicant has a plumber's apprentice registration that is current or has been expired for less than two years: DO NOT REAPPLY. Instead, either renew the applicant's license online (see top of this page) or call the TSBPE Licensing Department at 512-936-5248 to request a renewal form.

Processing Time: Allow up to 45 business days for the processing and return of your pocket card when sending applications via the US postal service. As stated at the top of this page, Apprentice Registration Applications submitted online are processed considerably faster than physical applications sent via US Mail.

High School Accelerated Training (HAT) Program: Students enrolled in a qualified High School Plumbing Training program are registered as a standard Plumber's Apprentice but are not subject to the initial application or renewal fees as long as they remain enrolled in training. Please see the "Printable Forms" page on tsbpe.texas.gov to download the **Apprentice Registration Application for HAT Participants**.

Renewal of Registration: Plumber's Apprentice Registrations are assigned a random expiration date. The expiration date will be printed on the pocket card the applicant will receive after their registration application is approved. Apprentice registrations must be renewed each year on or before the expiration date. A renewal notice will be sent via email approximately 65 days before the registration's expiration date. **It is the Apprentice's responsibility to make sure his or her current address is on file with the Board.** All personal information can be updated quickly using the Online Licensing System (see above).

The Applicant's Identity Will be Verified: Current (not expired) US or state government-issued photographic identification, such as a driver license, passport, or state-issued identification, must be submitted with this application.

Credit for Work Experience: When applying for a plumbing license or certain endorsements, applicants must submit proof of work experience in the plumbing trade. **APPLICANTS WILL ONLY RECEIVE CREDIT FOR HOURS WORKED IF THE WORK WAS COMPLETED WHILE THE APPLICANT HELD A CURRENT PLUMBER'S APPRENTICE REGISTRATION.**

PLUMBER'S APPRENTICE REGISTRATION APPLICATION

NOTE: An applicant may not work as a Plumber's Apprentice until this application has been approved and the applicant has received their Plumber's Apprentice Registration pocket card.

1. Date _____ ▶ Incomplete applications expire one year from receipt.
2. Has the applicant ever held a license/registration issued by the TSBPE? Yes No License/Reg # _____
3. Last name (Print) _____ First _____ M _____
4. Mailing Address _____ City _____
5. State _____ Zip Code _____ Date of Birth _____ Age _____
6. Driver's License/ID No. _____ Social Security No. _____
Disclosure of applicant's social security number is required. Applicant's 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.
7. Telephone # _____ Email (Required) _____
8. Is the applicant employed? If so, who is their employer? _____ Employer Tel. # _____
9. Responsible Master Plumber Name _____ RMP License# _____
10. Has the applicant ever been convicted of a **misdemeanor** in this or any other state? Yes No
11. Has the applicant ever been convicted of a **felony** in this or any other state? Yes No
If applicant answers yes to this question, applicant must complete the **Supplemental Criminal History Information** portion (and all documentation it requires) of this application. The **Supplemental Criminal History Information Form** is also available on the TSBPE website at tsbpe.texas.gov under "Printable Forms."
12. Is the applicant an active member of the military or a veteran? Yes No
13. Each of the following items must be checked and submitted for your application to be considered complete. **Incomplete applications will not be processed.**
 - Non-refundable examination application fee of \$15 (cashier's check, money order, or personal/company check).
 - A copy of applicant's current US or state government-issued photo ID
 - Proof that the applicant is authorized to work lawfully in the United States
Applicable proof includes either of the following: (1) a copy of applicant birth certificate issued by a city/county/state/federal authority (if born in the United States); or (2) a copy of both sides of a U.S. Immigration and Naturalization document stating that you are authorized to work lawfully in the United States.
 - If applicant answered "yes" to #11: the **Supplemental Criminal History Information** portion of this application is complete and all required documents are attached.
 - If applicant answered "yes" to #12: a copy of applicant's active military ID or Certificate of Release or Discharge from Active Military Duty (DD214)
 - One-time, electronic submission of fingerprint data through Identigo (see final page of this application)
14. **BY SIGNING BELOW, I TESTIFY THAT I UNDERSTAND THAT SUBMITTING ANY FALSE INFORMATION TO THE BOARD IS A CRIMINAL OFFENSE AND WILL ALSO RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING REVOCATION OF MY PLUMBING LICENSE OR REGISTRATION AND AN ADMINISTRATIVE PENALTY UP TO \$5,000.00.**

Applicant Signature



When each of the above items are complete, please mail this completed application and all required documents and payment to the address listed at the top of this page. Typical processing times range from 30-45 days following the receipt of straightforward applications, significantly longer for applications with extenuating circumstances (criminal history, unclear immigration status, etc.).

----- TSBPE USE ONLY -----

Fee _____

Entity No. _____

Date Received _____

Date Processed _____

FINGERPRINTING INSTRUCTIONS

TSBPE Identogo Service Code: **11J66Z**

Fingerprints are submitted electronically to the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) through Identogo. The fee is \$39.05 and is collected by Identogo. This fee is *in addition to* your initial license or registration fees. Cash and personal checks are not accepted.

To register online:

1. Go to the TSBPE registration page on the Identogo website:
uenroll.identogo.com/workflows/11J66Z
2. Click “Schedule or Manage Appointment” and complete the pages that follow.
3. When asked for an Authorization code, mark “No.”
4. Do not request a hard card, as it will not be accepted by the TSBPE.
5. Make sure you bring proof of identification with you to the appointment.

To register by phone:

1. Call 1-888-467-2080. Use service code **11J66Z**. You **MUST** use this code. If you use the wrong code you will not be refunded for sending your information to another agency.
2. When asked for an Authorization code, answer “No.”
3. Do not request a hard card, as it will not be accepted by the TSBPE.
4. Make sure you bring proof of identification with you to the appointment.

Once completed, the background check will then be sent electronically to the TSBPE, but please keep the receipt as a precaution. **Fingerprint background checks for any other license or agency are not accepted as fingerprint data is not shared between State Agencies.** This service is NOT available at the TSBPE.

WHY NOT DO IT ONLINE?

The TSBPE has two websites that together allow you to take care of just about anything related to your plumbing license or registration.

The Online Licensing System

tsbpe.texas.gov/ols

- Address change
- Renew your license/registration
- Apply for an examination
- Update Certificate of Insurance (COI)
- Order a duplicate pocket card
- Change of company

Public License Search

tsbpe.texas.gov/pls

- View renewal status
- Check fingerprint status
- Review CE History
- View disciplinary actions/documentation
- Check Certificate of Insurance (COI) expiration date

SUPPLEMENTAL CRIMINAL HISTORY INFORMATION FORM

IMPORTANT: This form is required only if the applicant has been convicted of a felony in Texas or any other state. Failure to do so will result in the rejection of the associated application without notice. If the applicant has not been convicted of a felony, this form is unnecessary.

Instructions: The Supplemental Criminal History Information Form (SCHIF) provides the TSBPE with additional information regarding offenses that may appear on the applicant’s criminal background check obtained using electronically submitted fingerprints as mandated by the State of Texas.

1. **Read** all pages of this form before completing it.
2. **Do not** leave any spaces blank.
3. **Submit** this form along with all required attachments and proof of previously submitted application (if applicable).
4. **Incomplete forms** will not be scheduled for review and will remain in pending status until completed or expired. The applicant will not be contacted if there is missing or incomplete information.
5. **Expired applications** require resubmission with a new fee.

Applicant Information

Last name (Print) _____ First _____ M _____

Email (Required) _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Phone _____ Last 4 of Social _____

Application type: Apprentice Registration Examination
 Renewal (License or registration #) _____

Criminal History: List all felonies and probation/parole violations. Attach additional pages if necessary.

| Date of Conviction | Offense | Disposition (Sentence, Fine, etc.) |
|--------------------|---------|------------------------------------|
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SUPPLEMENTAL CRIMINAL HISTORY INFORMATION FORM

Incarceration/Probation/Parole Information

Has the applicant ever been incarcerated? Yes No
If "Yes", date of last release _____

The applicant is presently on: Parole Probation Neither
Projected completion date _____

Parole/Probation Officer Name _____ Email _____

Phone _____ City _____ County _____ State _____

Is a letter of compliance attached? Yes Not applicable

Explanation of Conviction/Violations: Explain what the applicant did, to whom, when, where and why. Attach additional sheets if necessary.

Rehabilitation: Explain how the applicant has been rehabilitated. **If the applicant has any certificates of completion of treatment/rehab programs, attach them to this application and list them here.** Include the names of treatment centers, rehab clinics, and/or similar programs the applicant has taken part in for rehabilitation purposes.

SUPPLEMENTAL CRIMINAL HISTORY INFORMATION FORM

Supplemental Criminal History Information Checklist: do not submit this application until each of the following are complete:

- List and date all felony convictions and probation/parole violations.
- Provide detailed explanation for each conviction and violation including how and why it occurred.
- Submit a recent evaluation from a licensed professional therapist if convicted of a sexual offense.
- Submit a current and dated compliance letter from the applicant's probation or parole officer, if applicable (see release below).**
- Attach signed letters on official letterhead from current and past employers. The letters must be signed and dated by the RMP if the referenced position was/is at a plumbing company. The letters must include the following information:
 1. That the employer is aware of the applicant's convictions
 2. Why the employer believes the applicant is rehabilitated
 3. That the employer believes the applicant is not a threat to the public
- Submit other letters of recommendation and proof of rehabilitation to be considered. Examples would be certificates of successful completion of rehabilitation classes, courses or programs and signed letters of recommendation from anyone who can attest to the applicant's rehabilitation. All letters must be signed and dated and must have a telephone number to contact the person for verification.**
- All included documents are complete, legible and properly formatted.
- Complete this **Supplemental Criminal History Information Form** (all questions answered, none left blank).

The applicant must sign and date this form below, only after they have read, understand and attest to the following statements:

I, THE APPLICANT, UNDERSTAND THAT ANY FALSE INFORMATION ENTERED ON THIS FORM OR INCLUDED IN ANY ATTACHMENTS COULD RESULT IN DENIAL OR REVOCATION OF MY REGISTRATION(S) OR LICENSE(S) AND THE ISSUANCE OF AN ADMINISTRATIVE AND/OR CRIMINAL PENALTY.

IN ADDITION, I AUTHORIZE THE TEXAS STATE BOARD OF PLUMBING EXAMINERS TO VERIFY AND OBTAIN INFORMATION PERTAINING TO MY CONVICTION(S) FROM LAW ENFORCEMENT, CORRECTIONAL OFFICERS, PRESENT AND PAST EMPLOYERS, SEXUAL ASSAULT PROGRAMS, ANYONE SPECIFICALLY NOTED ON THIS APPLICATION AND ANY OTHER PERSONS. BY MY SIGNATURE BELOW I HEREBY AFFIRM THAT ALL OF THE FACTS, STATEMENTS, AND ANSWERS CONTAINED HEREIN AND ALL ATTACHMENTS ARE TRUE AND CORRECT.

Signature of Applicant

Date