

RESIDENTIAL UTILITIES INSTALLER REGISTRATION – IMPORTANT INFORMATION

Minimum requirements for Residential Utilities Installer Registration:

- Must have a **current** Plumber's Apprentice registration.
- Must have at least 2,000 hours of experience working at the trade under the direct supervision of a licensed Plumber, and the general supervision of a Master Plumber, as verified by employers. Proof of experience must be submitted on the Board's "Employer's Certification Form."
- Must submit the Residential Utilities Installer Verification of Training Affidavit.
- Must submit Residential Utilities Installer Registration application and fee (\$18).

▶ Your initial registration as a Residential Utilities Installer will be assigned an expiration date that coincides with your Plumber's Apprentice Registration expiration date. Your Plumber's Apprentice Registration must be current in order to apply for registration as a Residential Utilities Installer. Your Residential Utilities Installer registration number is the same as your Apprentice Registration number. Your Residential Utilities Installer registration is held in addition to your Plumber's Apprentice registration. You will receive a new pocket card containing both your Plumber's Apprentice Registration and your Residential Utilities Installer Registration on the same card. You should be knowledgeable of the expiration date printed on the pocket card. Both registrations must be renewed each year by the expiration date. Approximately ninety (90) days prior to the expiration of your registrations, a renewal notice will be mailed to the address that you have provided to the Board. It is your responsibility to maintain a current address with the Board and renew your registration on time.

▶ **Effective January 1, 2010, you must complete at least 6 hours of Board approved Continuing Professional Education (CPE) in order to renew your Residential Utilities Installer Registration.** A list of Board approved CPE providers are listed on the Board's website at www.tsbpe.state.tx.us.

▶ **Scope of work permitted by an individual registered with the Board as a Plumber's Apprentice and a Residential Utilities Installer is limited to the following:**

In addition to the work performed by a Registered Plumber's Apprentice, a Registered Residential Utilities Installer may install yard water service piping and building sewers for only one or two family dwellings, only under the supervision of Responsible Master Plumbers and only under contracts or agreements to perform plumbing work secured by Responsible Master Plumbers. While performing only the work permitted under the Residential Utilities Installer registration, the registered Residential Utilities Installer is not required to be under the direct, on-the-job supervision of a licensed plumber.

▶ Before an applicant may take an examination for a Tradesman Plumber-Limited license or Journeyman Plumber license, the applicant must complete classroom training provided by a board-approved instructor in a board-approved training program as required by Board Rule Section 363.12 for at least:

(1) 24 hours, if the applicant is applying to take a Tradesman Plumber-Limited License examination; or

(2) 48 hours, if the applicant is applying to take a Journeyman Plumber examination.

A list of providers of the 24 and 48 hour classroom training is posted on the Board's website.

▶ In accordance with the requirements of Sections 1301.002 and 1301.354, of the Plumbing License Law, a person may receive credit for on-the-job work hours required to qualify for a Tradesman Plumber-Limited or Journeyman Plumber examination, only while the person holds a valid (current and not expired) Plumber's Apprentice registration, or a valid Tradesman Plumber-Limited license.

Equal Opportunity Statement: The Texas State Board of Plumbing Examiners does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

RESIDENTIAL UTILITIES INSTALLER REGISTRATION APPLICATION

Revised October 2009

1. Date _____ ► Incomplete applications expire one year from receipt. See instructions in #11, below.
2. Last name (Print) _____ First _____ MI _____
3. Mailing address _____ City _____ State _____
4. Zip Code _____ Date of birth _____ Telephone No. _____
5. Plumber's Apprentice Registration No. _____ Please note that Apprentice Registration must be current.
6. Social Security No. _____ (Social Security No. will be verified.) See Item # 7, below.
If you have been issued a Social Security Number, disclosure of your social security number is required. Your social security number is being solicited pursuant to Texas Family Code Section 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 Parts A and D of Title IV of the Federal Social Security Act (42 U.S. C Sections 601-617 and 651-669).
7. If you have not yet been issued a Social Security Number by the Social Security Administration, you must provide proof that you are a citizen or national of the United States, or an alien lawfully admitted to the United States for permanent residence, or an alien authorized to work lawfully in the United States. Applicable proof includes any of the following: (1) a certified copy of your birth certificate issued by a city/county/state/federal certifying authority (if born in the United States); or (2) a certified copy of your Consular Report of Birth (if born abroad to a U.S. citizen/parent); or (3) a legible copy of both sides of your Certificate of Naturalization or Certificate of Citizenship (if a naturalized U.S. citizen); or (4) a legible copy of both sides of the U.S. Immigration and Naturalization Service document evidencing your current status (if a permanent resident alien or an alien authorized to work lawfully in the United States). Foreign birth certificates are not accepted.
8. Driver's License or State Issued Identification Number _____ State _____
9. Employer name _____ Employer Phone No. _____
Employer's address _____ City _____ St _____ Zip _____
Responsible Master Plumber _____ Master Plumber License No. _____

10. Have you ever been convicted of a felony in this state or any other state?

Yes or No If you answer yes to this question, you must submit a Supplemental Criminal History Information Form and all documentation listed on page 2 of the Form with this application. The Supplemental Criminal History Information Form is available on the TSBPE website at www.tsbpe.state.tx.us (Applications and Forms).

11. Check the following boxes as you include the items which must be submitted with this application in order for the application to be considered complete. Your application will not be processed unless all items are submitted.

- Application and non-refundable Fee of \$18 (cashier's check, money order, or personal or company check).
- Employer Certification Form(s) showing proof of experience (2,000 hours). Employer Certification Forms are available on the TSBPE web site at www.tsbpe.state.tx.us (under Applications and Forms).
- Residential Utilities Installer Verification of Training Affidavit. This document is available on the TSBPE website at www.tsbpe.state.tx.us.
- Supplemental Criminal History Information Form and required documents (if you answered "yes" to #10).

12. I UNDERSTAND THAT SUBMITTING ANY FALSE INFORMATION TO THE BOARD MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING REVOCATION OF MY PLUMBING LICENSE OR REGISTRATION AND AN ADMINISTRATIVE PENALTY NOT TO EXCEED \$5,000.00.

Signature of applicant

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TSBPE USE ONLY

Fee _____

File No. _____