

**PLUMBING INSPECTOR EMPLOYER'S CERTIFICATION FORM  
IMPORTANT INFORMATION**

You may use the attached Plumbing Inspector Employer's Certification Form (PIECF) to submit proof of your hours of experience working in the plumbing trade, or an approved similar plumbing-related trade, and your hours of training in the enforcement of plumbing codes. The TSBPE will only accept a signed, original PIECF.

You need a total of 500 hours of training and experience in the plumbing industry to qualify to take the Plumbing Inspector examination. You can receive up to 200 hours of credit for on-the-job work experience in the plumbing trade. **You will only receive credit for the hours you worked while you held a current Plumber's Apprentice Registration or current Tradesman Plumber-Limited License.** You can receive up to 200 hours of additional credit for on-the-job training in the enforcement of plumbing codes. **You will only receive credit for the hours you worked while you were supervised by a licensed Plumbing Inspector.** There is one form for hours of experience in the plumbing trade and a separate form for hours of training in the enforcement of plumbing codes.

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

When you ask the employer to complete the PIECF, you must **make your request in writing**. You should also give them a PIECF 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 PIECF gets back to you, provide a self-addressed, stamped envelope. Make a copy of the signed PIECF, 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 PIECF from the TSBPE website at [www.tsbpe.texas.gov](http://www.tsbpe.texas.gov) under "Applications/Forms." You can also include the PIECF 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 PIECF 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 PIECF 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 PIECF 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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August 2017

▶ Please only use this form if you are applying to take the Plumbing Inspector examination.

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

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

City \_\_\_\_\_ St \_\_\_\_\_ 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.*

▶ By signing below, both the above-named Applicant, and the Plumbing Inspector that supervised the Applicant, certify that the Applicant has completed on-the-job training in the enforcement of plumbing codes under the supervision of a licensed inspector for the period(s) shown below. The Applicant and the Plumbing Inspector 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 Plumbing Inspector.

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

Name of Supervising Plumbing Inspector \_\_\_\_\_ License # \_\_\_\_\_

City Email Address of Plumbing Inspector \_\_\_\_\_

City Name \_\_\_\_\_ Telephone # \_\_\_\_\_

City Address \_\_\_\_\_

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

Will the applicant be employed by, or under contract with, the City to perform plumbing inspections if he or she passes the Plumbing Inspector Examination?  Yes or  No

\_\_\_\_\_  
**Signature of Plumbing Inspector**

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

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► In accordance with sections 1301.002 and 1301.351 of the Plumbing License Law, a person will only receive credit for the hours of work experience in the plumbing trade needed to qualify to take the Plumbing Inspector examination **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 \_\_\_\_\_ St \_\_\_\_\_ 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 # \_\_\_\_\_

► 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.

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