

PLUMBER'S APPRENTICE REGISTRATION – IMPORTANT INFORMATION

You are eligible to register as a Plumber's Apprentice if you meet the following requirements:

Citizenship Status or Authorized to Work Lawfully in the United States:

I am a citizen or national of the United States; OR
I am an alien lawfully admitted to the United States for permanent residence;
OR I am an alien authorized to work lawfully in the United States.

You will need (1) a legible copy of both sides of your Certificate of Naturalization or Certificate of Citizenship (if a naturalized U.S. citizen); or (2) 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, or any other status).

Minimum Age:

I am at least 16 years old.

Application Fee:

I will submit the non-refundable Apprentice Registration application fee of \$15.

Accepted forms of payment include: credit card or ACH online check for **online** applications or personal, company checks, money orders or cashier's checks via regular US postal service.

Processing Time:

Online applications usually take less than an hour to complete and you will receive your Apprentice registration number upon completion, unless you have past criminal convictions or need to verify your citizenship status. You can then expect to receive your pocket card 7-10 days after completion of an **online application**. Visit our website at: <https://vo.licensing.hpc.texas.gov>

You must have a valid accessible email address to complete an **online application**.

Allow up to **45** business days for the processing and return of your pocket card when sending applications via **regular US postal service**. Applicants with past criminal convictions may take longer.

Required Documentation:

I will submit all of the supporting documents required by the TSBPE (see Item #13 on the application).

PLEASE DO NOT REAPPLY if you already have a **Plumber's Apprentice Registration that is current or has been for expired less than two years**. Instead, please visit the "Online Services" section of our website to renew online or call the Licensing Department at 512-936-5248 to request a renewal form.

Limitations on Scope of Work Performed by Plumber's Apprentice: You may not work as a Plumber's Apprentice until this application has been approved and you have received your Plumber's Apprentice Registration pocket card. While you are registered as a Plumber's Apprentice, you may learn the plumbing trade by **ASSISTING** in the installation of plumbing while under the supervision of a Responsible Master Plumber (RMP) and the direct, on-the-job supervision of a licensed plumber.

You may not perform or assist in plumbing work without a licensed plumber present on the jobsite.

Renewal of Registration: Your initial Plumber's Apprentice Registration will be assigned a random expiration date. The expiration date is printed on the pocket card you will receive after your registration application is processed. You must renew your registration each year on or before the expiration date. A renewal notice will be mailed to the address you have on file with the TSBPE approximately sixty-five (65) days before your registration expires. **It is your responsibility to make sure your current address is on file with the Board.** In the future you should update your address using your online account. Forgetting to update your address is not an excuse for failing to renew your registration on time.

Credit for Work Experience: When you apply to take the examination for a Tradesman Plumber-Limited or Journeyman Plumber License, or to register as a Residential Utilities Installer or Drain Cleaner, you must submit proof that you have the required number of hours of on-the-job work experience in the plumbing trade. **You will only receive credit for hours worked while you held a current (not expired) Plumber's Apprentice Registration or current Tradesman Plumber-Limited License, if applicable.**

Employer Certification Form: Proof that you have the required number of hours of on-the-job work experience must be submitted on an Employer's Certification Form (ECF).

The form is available at: <http://tsbpe.texas.gov/portfolio/applications/>

The ECF must be signed and completed by the RMP for the company at the time you worked there or the licensee who supervised you on the job. It is your responsibility to request that the employer complete the ECF and to provide them with the form. The request must be in writing. Once you have made your request, the employer has thirty (30) days to complete the ECF and return it to you. **You are responsible for keeping track of all your ECFs until you have the required number of hours of work experience.** 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. The TSBPE strongly recommends that you request an employer complete the Employer's Certification Form each time you end your employment with a particular employer. **ECF forms are subject to verification by a random selection process. Please read the form carefully.**

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.

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

PLUMBER'S APPRENTICE REGISTRATION APPLICATION FOR MAIL IN PROCESSING

Allow up to 45 days to receive your pocket card using regular US mail processing.

Revised May 2018

▶ 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. Have you ever held a license or registration issued by TSBPE? No Yes License/Registration # _____
2. Date _____ ▶ Incomplete applications expire one year from receipt. (See instructions for #13 below.)
3. Last name (Print) _____ First _____ MI _____
4. Mailing address _____ City _____
5. State _____ Zip Code _____ Date of birth _____ Age _____
6. Telephone # _____ Email _____
7. Social Security No. _____

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 § 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.

8. Government issued photo identification # _____ State _____ (include a copy)
9. Employer name _____ Employer Telephone # _____
Employer address _____ City _____ State _____ Zip _____
Responsible Master Plumber's Name _____ RMP License # _____

10. **Have you ever been convicted of a misdemeanor in this state or any other state?** Yes or No

11. **Have you ever been convicted of a felony in this state or any other state?** Yes or No

If you answer **YES to #11**, you must submit a Supplemental Criminal History Information Form (SCHIF) and all documentation listed on page 2 of the Form with this application. The SCHIF is available on the TSBPE website at www.tsbpe.texas.gov under "Applications/Forms."

12. Are you an active member of the military or a veteran? Yes or No

13. **Incomplete applications will not be processed. 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. Please submit all items at one time and in one envelope.**

- \$15 application fee (the fee is non-refundable)
- If you do not have a SSN: Proof that the applicant is an alien lawfully admitted to the United States for permanent residence or an alien authorized to work lawfully in the United States
- If you answered yes to question #11: Supplemental Criminal History Information Form and required documents

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.**

Signature of Applicant

*****TSBPE USE ONLY*****

Fee _____ File No. _____