



Fill Out the Employer's Certification Form (ECF)

The Employer's Certification Form (ECF) verifies hours worked in the plumbing trade under supervision. This guide makes it easy to fill out the form accurately and get it submitted without a hassle.

BEFORE YOU START

Know Why the ECF is Important

The ECF proves the applicant's work experience, which is required for many plumbing licenses and registrations. **REMEMBER: The TSBPE requires a separate form for every employer the applicant worked for while earning the hours being reported.**

Make Sure the Applicant is Eligible

- **In-State Applicants:** Must have had a valid Plumber's Apprentice Registration or Tradesman Plumber-Limited License for the hours being claimed.
- **Out-of-State Applicants:** The hours being reported must have been worked under a licensed plumber in applicant's home state.

Get the Applicant's Info Ready

- You'll need the applicant's supervising Responsible Master Plumber (RMP) or licensee's details as well as their participation in the verification of the hours being reported.
- Keep any backup documentation (like emails or receipts) handy in case it's needed.

FILLING OUT THE FORM

Your Information and Employment Details

This section is self-explanatory; be sure that all of the information being submitted is current and accurate. ECFs that include recycled previously submitted hours, scratch outs or white out will be rejected without notice.

Worksheet Section

This section is used to report both the hours worked and the skills practiced while working those hours. **IMPORTANT:** Do not re-submit hours and do not re-use ECF forms. The TSBPE will not accept previously submitted hours or forms; make sure the hours being reported have never been submitted, and do not re-use previously submitted forms.

- **Hours Worked** – Report hours worked during different time periods under the same employer here. The TSBPE highly recommends that you type into this section of the form rather than filling out by hand.
- **Skills Learned/Practiced** – The skills listed here for each license/registration type here are based on the Texas State Plumbing License Law. Completing this section accurately and honestly will ensure an easier, examination process and a more manageable path to a passing grade. The skills reported in this section may overlap.

Signature Section

Make sure both the applicant and the supervising RMP or qualified licensee are present here. A "qualified licensee" is either a Journeyman or Master plumber who supervised and oversaw the applicant while he/she completed the hours and practiced the skills listed in the worksheet section.

WHAT IF AN EMPLOYER WON'T SIGN?

If an employer refuses to sign an ECF, it is up to the applicant to document communications with the employer (emails, texts) and submit them as supporting documents to the ECF.

PRO-TIPS

- **Ask for Verification Early** – It's smart to request a completed ECF from an employer upon change of employment.
- **Submit via the Online Licensing System** – For significantly faster processing time, upload the applicant's ECF through the [Online Licensing System](#).
- **Save a Copy** – Always keep a copy of submitted ECFs for the applicant's records.