

# Apply for and Take an Examination (includes Self-Scheduling)

The following guide contains all the information necessary to apply for and take an examination for a plumbing license or endorsement in the State of Texas. Further information is available on the TSBPE website: [tsbpe.texas.gov](https://tsbpe.texas.gov)

## Before You Start

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### Confirm Applicant's Eligibility

Please use the TSBPE's Public License Search to double check that the applicant is qualified to take the exam being applied for. The Public License Search lists important information such as: effective rank date, completed training courses, renewal status and whether the fingerprint obligation has been met.\* **Remember, the TSBPE does not process or approve incomplete applications.**

\*The one-time fingerprint obligation is a requirement for all examinees.

### Submit Fingerprint Data

Before submitting an exam application, the TSBPE must have the applicant's fingerprint data on file. For more information about this one-time, state mandated requirement, visit this page on the TSBPE website: [tsbpe.texas.gov/fingerprintupdate](https://tsbpe.texas.gov/fingerprintupdate)

### Make Sure the Applicant's License/Registration is Current

Ensure the applicant's registration is current at the time of the exam application and will remain so until the entire examination process is complete. If necessary, please renew the applicant's license before submitting an exam application.

### Confirm the Applicant's Email Address

It's crucial that the email address TSBPE has associated with the applicant is accurate. To check and/or update the applicant's email address with the TSBPE, login to the Online Licensing System, go to the **Manage Your License Information** section and choose "Change of Address" from the drop-down menu.

## Applying for the Exam

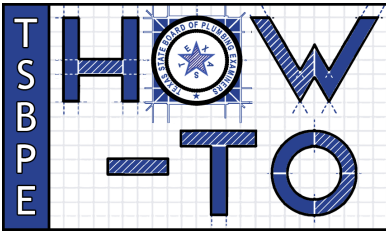
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### 1. Prepare the Application`

Begin by submitting an exam application. This can be completed entirely online via the TSBPE Online Licensing System. Ensure to upload all necessary documents. Incomplete applications will not be processed. Alternatively, applications may be mailed to TSBPE using the application forms found at [tsbpe.texas.gov/applications-forms](https://tsbpe.texas.gov/applications-forms). Please note that online submissions are processed and approved considerably faster than those sent via US mail.

### 2. Application Approval and Scheduling the Applicant's Exam

Once the application is approved by the TSBPE, Pearson VUE will send the applicant an email titled **AUTHORIZATION TO TEST** that contains the applicant's **entity number** and all other information necessary to schedule a computer-based test (CBT). Remember to save the applicant's **entity number** as it will be necessary throughout this process.



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## Scheduling and Taking the Exam

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### 1. Scheduling a Computer-Based Test

Follow the provided instructions in the **AUTHORIZATION TO TEST** email to create an account on the Pearson VUE website, choose a testing center and a convenient date and time and then schedule the applicant's computer-based test.

### 2. On the Day of the Applicant's CBT

The applicant should arrive at the Pearson VUE testing center at least 30 minutes before the exam's scheduled time. A current, government-issued photo ID will be required.

### 3. After the Computer-Based Test

After completing the CBT, the applicant will immediately receive their score.

⇒ **If the applicant passed:** proceed to number 6 in this guide to schedule the practical exam.

⇒ **If the applicant did not pass:** they must wait a minimum of 30 days before retaking the exam.

⇒ **Master, Tradesman-to-Journeyman and Water Supply Protection Specialist candidates:** skip to #8 in this guide as those examinations do not include a practical component.

### 4. The Practical Exam

Upon passing the CBT, the TSBPE will open a practical examination application for the applicant within 7-10 business days. An additional **AUTHORIZATION TO TEST** email from Pearson VUE will guide you back to the Pearson VUE website to schedule the applicant's practical exam at either the Austin or Waco TSBPE testing centers. **Note: practical examinations are only held at the TSBPE testing centers in Austin and Waco.**

### 5. On the Day of the Applicant's Practical Exam

The applicant should arrive at the Austin or Waco TSBPE testing center at least 30 minutes before the exam's scheduled time. A plumbing license/registration card and a current, government-issued photo ID will be required to take the exam.

### 6. Initial License Application

After completing the practical exam, the applicant's test score will be sent via email within three business days.

⇒ **If the Applicant Passes:** CONGRATULATIONS! The TSBPE will open an Initial License application. Log into the Online Licensing System and find the open application titled "[license type] License Initial." Once the payment is processed, a new license number will be created,\* the applicant's license type will be updated and the applicant's new plastic license card will be mailed via US Mail within 7 to 10 business days.

\*Except in the case of endorsements which are associated with a license and therefore do not have their own number.

⇒ **If the Applicant Does Not Pass the Practical Exam:** the applicant will need to resubmit an application for the practical portion only.