

## EMPLOYER'S CERTIFICATION FORM

**IMPORTANT INFORMATION:** *The Employer's Certification Form (ECF) is used to submit proof of hours worked in the plumbing trade. **The TSBPE will only accept a signed, original ECF.** The ECF can be uploaded directly to the Online Licensing System: <https://vo.licensing.hpc.texas.gov>, or mailed to the TSBPE via the US Postal Service.*

**Applicant will only receive credit for the hours worked while holding a current Plumber's Apprentice Registration or current Tradesman Plumber-Limited license.** Below is a list of the types of registrations and examinations with a work experience requirement:

- Residential Utilities Installer Registration – 2,000 hours as a Plumber's Apprentice
- Drain Cleaner Registration – 4,000 hours as a Plumber's Apprentice or Tradesman Plumber- Limited with a Drain-Cleaner Restricted Registration
- Tradesman Plumber-Limited Examination – 4,000 hours as a Plumber's Apprentice
- Journeyman Plumber Examination – 8,000 hours as a Plumber's Apprentice and/or a Tradesman-Plumber-Limited

### **ECF Overview:**

- The TSBPE does not track plumbers' hours. However, plumbers may submit a signed, original ECF at any time, and the TSBPE will associate it with the relevant file.
- The ECF must be signed by the RMP or licensee *who was the supervising the applicant at the time the hours submitted were completed.*
- Requests to complete an ECF must be submitted to employers in writing.
- Separate ECFs are required for each employer the applicant worked under while earning the hours submitted.

### **Recommended Best Practices for Submitting a Valid ECF:**

- All Plumber's Apprentices and Tradesmen Plumbers should request a signed ECF from an employer upon change of employment.
- ECFs should be delivered with the plumber's personal information (name, date of birth, license/registration number, etc.) pre-filled to make it easier for employer's to immediately identify the applicant.
- **The ECF can be printed and scanned or completed digitally (you can type directly into this document).** If completing digitally, plumbers may either email the ECF to their employer or request that they download the form from the TSBPE website, [tsbpe.texas.gov](https://tsbpe.texas.gov), under "Forms."
- **If mailing the ECF to the TSBPE, plumbers should provide their former employers with a stamped envelope addressed to:** TSBPE at 929 E 41st St, Austin, Texas 78751. Applicants should retain a copy of the ECF for personal records.
- If cases where securing verification of hours from a previous employer proves difficult, a plumber should mail the ECF using the "return receipt requested" option offered by the U.S Postal Service. Sending it this way will help prove that verification was attempted. Should the employer fail to complete the ECF and return it, the TSBPE will need proof of this request. The supervising RMP or licensee is required to return the completed ECF within 30 days of receipt of a written request.

**REMINDER:** *This form can be uploaded via the Online Licensing System. Documents submitted online are processed and approved considerably faster than those sent via US Mail. To login to your online account or create a new account, scan the code on the right with your phone or go to: <https://vo.licensing.hpc.texas.gov/>*



**TEXAS STATE BOARD OF PLUMBING EXAMINERS**  
 929 E 41ST ST, AUSTIN, TEXAS 78751 • 512-936-5200 • [tsbpe.texas.gov](http://tsbpe.texas.gov)

**EMPLOYER'S CERTIFICATION FORM**

In accordance with sections 1301.002 and 1301.354 of the Plumbing License Law and sections 363.4-363.5 and 363.10-363.11 of the Board Rules, a person will only receive credit for the hours of work experience in the plumbing trade needed to qualify to take the Tradesman Plumber-Limited or Journeyman Plumber examination, or Register as a Residential Utilities Installer or Drain Cleaner **if the hours were earned while the person held a current (not expired) Plumber's Apprentice Registration, or a current Tradesman Plumber-Limited License.**

Last name (Print) \_\_\_\_\_ First \_\_\_\_\_ M \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email Address (required) \_\_\_\_\_

Driver's License/ID No. \_\_\_\_\_ Social Security No \_\_\_\_\_

Disclosure of applicant's social security number is required. Applicant's 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.

Apprentice Registration or Tradesman-Limited License # \_\_\_\_\_

Type of registration or examination that the applicant is applying for currently (check all that apply):

- Residential Utilities Installer     Drain Cleaner     Tradesman Plumber-Limited     Journeyman Plumber

**By signing below, both the above-named Applicant and the Responsible Master Plumber (RMP) or other supervising licensee, 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 the 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.**

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

RMP or Licensee Name \_\_\_\_\_ License # \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Signature of RMP or Licensee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date