

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.

Pre-qualification: An applicant is eligible to receive credit for hours worked if either of the following is true:

- **In State:** The applicant held a current (not expired) Plumber's Apprentice Registration or Tradesman Plumber-Limited License in the State of Texas during the time reported on this form.
- **Out-of-State:** The applicant worked the hours reported on this form in another state under a supervising plumber licensed in that state or country.

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 supervising the applicant at the time the hours submitted were completed.*
- **Out-of-state applicants are required to complete a Plumber's Apprentice registration for administrative purposes prior to applying for any other license or registration type.**
- 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.

Registrations/License Types that Require Work Experience: The following is a list of applications that require the applicant to report hours worked using this form:

- **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

Recommended Best Practices for Submitting a Valid ECF:

- All plumbers except Master/RMPs should request a signed ECF from an employer upon change of employment. The TSBPE will accept ECF forms and add them to the appropriate entity at any time regardless of the plumber's application status.
- **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, under "Forms."
- ECFs should be delivered to employers pre-filled and to make it easier for employer's to immediately identify the applicant. If submitting via US Mail, the plumber should also include a stamped and addressed envelope (see TSBPE's mailing address at the top of this page) so that the supervisor can mail the ECF directly to.
- In cases where securing verification of hours proves difficult, the applicant should be prepared to prove that every effort (receipts, emails, text messages, etc.) was made in good faith to secure verification.

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

EMPLOYER'S CERTIFICATION FORM

NOTE: All blanks must be filled out for this ECF to be considered valid.

Geographic location of hours worked: ☐ State of Texas ☐ Out-of-State (city, state, country) _____

Last name (Print) _____ First _____ M _____

Mailing address _____ City _____

State _____ Zip Code _____ Date of Birth _____ Email Address (required) _____

Government Issued Photo ID No. _____ Social Security Number (Last 4 Digits) _____

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 # _____ 1st Effective Date _____

This information can be viewed using the TSBPE's Public License Search. Go to tsbpe.texas.gov and click "Find a License/Registration" at the very top left of the page.

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

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

RMP or Supervising Licensee Name _____ License # _____

Company Name _____ Telephone # _____

Mailing address _____ City _____

State _____ Zip Code _____ Email _____

By signing below, both the above-named applicant and the Responsible Master Plumber (RMP) or other supervising licensee that the applicant has worked in the plumbing trade under, certify that the information submitted on this form is true and correct and that they understand that submitting false information to the TSBPE could result in criminal and/or administrative penalties to the applicant and the RMP/supervising 2licensee.

Signature of RMP or Licensee

A copy of the supervising licensee's TSBPE issued license card or out-of-state license credentials must be included with this form.

Date

Signature of Applicant

Date