

JOURNEYMAN PLUMBER EXAMINATION APPLICATION

REMINDER: This application (and many others) can be completed entirely on-line via the Online Licensing System. Applications submitted online are processed and approved considerably faster than those submitted in person or via US Mail. To login to your online account, go to: <https://vo.licensing.hpc.texas.gov>

You are eligible to take the Journeyman Plumber Examination if you meet the following requirements (check each box that applies to you):

Citizenship Status:

- 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.

Accepted forms of proof include: (1) a copy of your birth certificate issued by a city/county/state/federal certifying authority (if born in the United States); (2) a certified copy of your Consular Report of Birth (if born abroad to a U.S. citizen/parent); (3) a legible copy of both sides of your Certificate of Naturalization or Certificate of Citizenship (if a naturalized U.S. citizen); (4) 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). Foreign birth certificates are **NOT** accepted.

Licensure:

- I am currently registered as a Plumber's Apprentice in Texas; OR
- I am currently licensed as a Tradesman Plumber-Limited in Texas; OR
- I am currently licensed as a Journeyman Plumber in another state; OR
- I am currently licensed as a Master Plumber in another state.

An applicant licensed in another state must submit a letter on the official letterhead of the state entity that issued the license stating: (1) the type of license held; (2) the length of time the applicant has been licensed; (3) whether the license is current; (4) whether any complaints have been filed against the applicant; and (5) whether any disciplinary actions have been taken against the applicant.

Work Experience:

- I have at least 8,000 hours of experience working in the trade of plumbing under the supervision of a Responsible Master Plumber and while registered as a Plumber's Apprentice or licensed as a Tradesman Plumber-Limited; OR
- I have at least 8,000 hours of experience working in the trade of plumbing under the supervision of a Master Plumber licensed in another state.

Proof of hours must be submitted on the Employer Certification Form (ECF), which is available at tsbpe.texas.gov under "Applications/Forms." The TSBPE only accepts signed, original ECFs. If you earned your hours working for multiple employers, you must submit a separate ECF for each employer.

Classroom Training:

- I have completed ALL of the following training:
 - **Two** 6-hour continuing professional education courses (in the classroom);
 - OSHA 10-Hour Outreach Training;
 - 8-hour training on the International Residential Code and/or Uniform Plumbing Code;

- 18-hour training on the commercial plumbing codes; OR
- I am exempt from the training listed above because I am enrolled and in good standing with, or have completed, a training program approved by the United States Department of Labor Office of Apprenticeship.

You must take the 48-hour classroom training from a Course Provider approved by the TSBPE. A list of approved providers is posted on the website at tsbpe.texas.gov under "CPE & Other Training." The provider will notify the TSBPE once you have completed the training. If you have completed a training program approved by the DOL Office of Apprenticeship, you must include a copy of the official certificate of completion with your application.

Application Fee:

- I have submitted the non-refundable Journeyman Plumber Examination application fee of \$40.

Accepted forms of payment include cashier's check, money order, personal check, or company check.

Required Documentation:

- I have submitted all of the supporting documents required by the TSBPE (see Item #12 on application).

IF YOU PROVIDE A LEGIBLE, VALID EMAIL ADDRESS ON YOUR APPLICATION, YOU WILL RECEIVE NOTIFICATION OF BOTH YOUR EXAMINATION DATE AND RESULTS VIA EMAIL.

Your Identity Will be Verified: Current (not expired) photographic identification, such as a driver's license or state issued identification, will be required from the applicant on the day of the examination and must be verified before the examination begins.

Fingerprinting: Fingerprints are required for all examinees. If you have not previously submitted fingerprints, see the last page of this application. You will not be approved until your fingerprints have been received.

Americans with Disabilities Act: The TSBPE offers reasonable accommodations for persons taking the examination, as required by the Americans with Disabilities Act. If you require special accommodations, please make such requests in writing and submit with your application for examination.

Studying for the Exam: An overview of the Journeyman Plumber examination, an explanation of how to prepare for the examination, and sample questions are provided in detail in the Journeyman Plumber Examination Review Course and may be downloaded free of charge at tsbpe.texas.gov under "Applications/Forms."

Rescheduling an Exam: You must make the request to reschedule an exam. The TSBPE will not accept requests made by your employer, your wife, or a family member. Requests to reschedule must be submitted in writing (email or fax is fine) at least 10 business days before your exam date. The TSBPE will reschedule your exam twice with no charge.

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 the provision of services.

TEXAS STATE BOARD OF PLUMBING EXAMINERS
929 E 41ST ST, AUSTIN, TEXAS 78751 • 512-936-5200 • tsbpe.texas.gov

JOURNEYMAN PLUMBER EXAMINATION APPLICATION

1. **Date** _____ ▶ Incomplete applications expire one year from receipt. (See instructions in #12, below.)
2. **Last name (Print)** _____ **First** _____ **M** _____
3. **Mailing address** _____ **City** _____
4. **State** _____ **Zip Code** _____ **Date of Birth** _____ **Age** _____
5. **Driver's License/ID No.** _____ **Social Security No.** _____
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.
6. **Texas Plumber License #** _____ **or Out-of-State License #** _____ **Issued by State of** _____
7. **Telephone #** _____ **Email (Required)** _____
8. **Employed by** _____ **Employer Tel. #** _____
9. **Have you ever been convicted of a misdemeanor in this or any other state?** Yes No
10. **Have you ever been convicted of a felony in this or any other state?** Yes No
*If you answer **YES to #10**, you must submit a Supplemental Criminal History Information Form (SCHIF) and all documentation listed on page 2 of this application. The SCHIF is available on the TSBPE website at tsbpe.texas.gov under "Forms."*
11. **Are you an active member of the military or a veteran?** Yes No
12. **Each of the following items must be checked and submitted for your application to be considered complete. Incomplete applications will not be processed.**
 - \$40 examination fee (the fee is non-refundable)
 - Proof that the applicant is a citizen or national of the United States, or an alien lawfully admitted to the United States for permanent residence, or an alien authorized to work lawfully in the United States
 - Legible copy of current photographic identification issued by the State of Texas or another state or jurisdiction
 - Employer Certification Form(s) verifying hours of work experience in the plumbing trade
 - If you answered "yes" to question #10: Supplemental Criminal History Information Form and required documents
 - Certificate of completion of a training program approved by the United States Department of Labor Office of Apprenticeship, if applicable
 - If licensed in another state: verification letter, on official letterhead, from the entity that issued the license
 - One-time, electronic submission of fingerprint data through IdentoGO (see final page of this application)
13. **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 _____

Entity No. _____

Date Received _____

Date Processed _____

More Information Regarding Fingerprints: §363.2 General Qualifications

(f) *Fingerprinting Requirements.* In accordance with §1301.4521 and Chapter 53 of the Occupations Code, the Board reviews individuals seeking licensure by the Board with a criminal background to evaluate their fitness and determine whether their criminal background disqualifies them from being licensed by or registered with the Board.

In accordance with §411.122 of the Government Code, the Board is authorized to access criminal background records from the Texas Department of Public Safety (DPS) to conduct such reviews, including the submittal and registration with DPS of fingerprints from an individual seeking licensure with the Board, in order to obtain such records.

(1) *Fingerprints required.* The submittal and registration of fingerprints with DPS is required when applying for all license or registration types.

(2) *Resubmittal of fingerprints.* The requirement to submit and register fingerprints applies to both an initial application for a license or registration, as well as applications for renewal.

However, once fingerprints have been submitted and registered with DPS, an individual ordinarily will not be required to re-submit their fingerprints, including renewals of a license or registration, or when applying for a different license or registration type.

The foregoing notwithstanding, resubmittal of fingerprints may be required to the extent required by DPS or its third-party fingerprint processing vendor; for example, to comply with new or enhanced fingerprint records requirements, or if additional biometric data is required to conduct criminal background checks.

(3) *Fingerprint procedures; fees.* An applicant required to submit and register their fingerprints with DPS in accordance with paragraph (1) of this subsection must follow all instructions and procedures outlined by DPS and its third-party fingerprint processing vendor.

The applicant is responsible for and must make payment directly to DPS and/or its designated third-party fingerprint processing vendor, all fees associated with the criminal background fingerprinting process, which is separate from the application fee imposed by the Board.

FINGERPRINTING INSTRUCTIONS FOR PLUMBERS & INSPECTORS **TSBPE Identogo Service Code: 11J66Z**

New and renewal license/registration applicants are now required to obtain a fingerprint background check (see exact rules text excerpted above). Your fingerprints will be submitted electronically to the Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI) through Identogo. The fee is \$39.05 and is collected by Identogo. This fee is *in addition to* your initial license or renewal fees. Cash and personal checks are not accepted.

To register online:

- 1. Go to the TSBPE registration page on the Identogo website:**
<https://uenroll.identogo.com/workflows/11J66Z>
- 2. Click “Schedule or Manage Appointment” and complete the pages that follow.**
- 3. When asked for an Authorization code, mark “No.”**
- 4. Do not request a hard card, as it will not be accepted by the TSBPE.**
- 5. Make sure you bring proof of identification with you to the appointment.**

To register by phone:

- 1. Call 1-888-467-2080. Use service code 11J66Z. You MUST use this code. If you use the wrong code you will not be refunded for sending your information to another agency.**
- 2. When asked for an Authorization code, answer “No.”**
- 3. Do not request a hard card, as it will not be accepted by the TSBPE.**
- 4. Make sure you bring proof of identification with you to the appointment.**

Once completed, the background check will then be sent electronically to the TSBPE, but please keep your receipt for your records. Fingerprint background checks for any other license or agency are not accepted as fingerprint data is not shared between State Agencies. This service is NOT available at the TSBPE.