

PLUMBING INSPECTOR EXAMINATION APPLICATION

REMINDER: This application (and many others) can be completed entirely online 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 or create a new account, go to: <https://vo.licensing.hpc.texas.gov>

You are eligible to take the Plumbing Inspector Examination if you meet the following requirements (check the boxes that apply 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 certified 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 licensed as a Master Plumber in Texas; OR
- I am currently licensed as a Journeyman Plumber in Texas; OR
- I am currently licensed as a Professional Engineer in Texas; OR
- I am currently registered as an Architect in Texas; OR
- I am currently licensed as a Plumbing Inspector in another state that has licensing requirements substantially equivalent to the licensing requirements of the TSBPE.

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 qualifications the applicant had to meet to obtain the license, including the contents of any licensure examination taken; (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.

Training in Lieu of Licensure:

I do not hold any of the licenses listed above, but I have a combined total of 500 hours of training and experience in the plumbing industry that includes (check all that apply):

- Completion of a plumbing-related certification issued by the International Association of Plumbing and Mechanical Officials (IAPMO) or the International Code Council (ICC) – 100 hours of credit
- Approved plumbing-related training academy or educational sessions – up to 100 hours of credit
- Completion of a Medical Gas Piping Installation Endorsement training program – 100 hours of credit
- Completion of a Water Supply Protection Specialist Endorsement training program – 100 hours of credit
- Completion of a Backflow Prevention Assembly Tester training program – 100 hours of credit
- Completion of a Continuing Professional Education (CPE) for Licensed Plumbers and Plumbing Inspectors course (in the classroom) – 6 hours of credit

- On-the-job work experience in the plumbing trade or approved similar plumbing-related trade, as verified by former employers – up to 200 hours of credit
- On-the-job training in the enforcement of plumbing codes under the direct supervision of a licensed Plumbing Inspector – up to 200 hours of credit

You will only receive credit for an endorsement training program or a CPE course offered **by a Course Provider approved by the TSBPE**. A list of approved providers is posted on the website at tsbpe.texas.gov under "CPE and Other Training." You will only receive credit for a backflow training program that is **approved by the Texas Commission on Environmental Quality**. A list of training programs is available at tceq.texas.gov/licensing/training. **Proof of on-the-job work experience in the plumbing trade or training in plumbing code enforcement must be submitted on the Plumbing Inspector Employer Certification Form (PIECF)**, which is available at tsbpe.texas.gov under "Forms." The TSBPE only accepts signed, original PIECFs.

Application Fee:

- I have submitted the non-refundable Plumbing Inspector Examination application fee of \$55 (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).

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.

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 Plumbing Inspector examination, an explanation of how to prepare for the examination, and sample questions are provided in detail in the Plumbing Inspector Examination Review Course and may be downloaded free of charge at tsbpe.texas.gov under "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 is fine) at least 10 business days before your exam date. The TSBPE will reschedule your exam twice with no charge.

Affiliation with Political Subdivision: Once you have passed the examination, **you will not receive your pocket card until you notify the Board of each political subdivision that you are employed by or under contract with**. If you will be employed by the political subdivision that trained you in the enforcement of plumbing codes, you can use the PIECF (see "Training in Lieu of Licensure" for more information on the PIECF) as proof of employment. If you will be employed by a different political subdivision, you must submit a letter stating that you are employed to do plumbing inspections that is signed by an authorized representative of the political subdivision. If you have not yet secured employment, your license will appear as current and "unaffiliated" on the TSBPE website until confirmation of your employment is received.

Equal Opportunity Statement: The Texas State Board of Plumbing Examiners does not discriminate based on 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

PLUMBING INSPECTOR 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 state or any other state?** Yes No
10. **Have you ever been convicted of a felony in this state 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.**
 - \$55 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
 - If you answered "yes" to question #10: Supplemental Criminal History Information Form and required documents
 - If you do not hold any of the accepted licenses: documentation verifying the completion of 500 hours training and work experience, including a Plumbing Inspector Employer Certification Form (PIEC)
 - 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.