

TEXAS STATE BOARD OF PLUMBING EXAMINERS

7915 Cameron Rd., Austin, TX 78754 • 512-936-5200 • tsbpe.texas.gov

RESIDENTIAL UTILITIES INSTALLER REGISTRATION 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 sent via US Mail.** To login to your online account, go to: <https://vo.licensing.hpc.texas.gov>

You are eligible to register as a Residential Utilities Installer if you meet the following requirements:

Minimum requirements for Residential Utilities Installer Registration:

- Must have a **current** Plumber's Apprentice registration
- Must have at least 2,000 hours of experience working at the trade under the direct supervision of a licensed Plumber, and the general supervision of a Master Plumber, as verified by employers. Proof of experience must be submitted via the TSBPE's "Employer's Certification Form."
- Must submit the Residential Utilities Installer Verification of Training Affidavit
- Must submit Residential Utilities Installer Registration application and fee (\$18)
- Must submit fingerprint data through IdentoGo (if you have not already done so, see final page of this application)

Renewal Details: Your Residential Utilities Installer registration number is the same as your Apprentice Registration number. You will receive a new pocket card containing both your Plumber's Apprentice Registration and your Residential Utilities Installer Registration on the same card. The Residential Utilities Installer Registration will remain renewed as long as your Apprentice Registration is current.

Continuing Education: Effective January 1, 2010, you must complete at least 6 hours of Board approved Continuing Professional Education (CPE) in order to renew your Residential Utilities Installer Registration. A list of Board approved CPE providers are listed on the Board's website at tsbpe.texas.gov.

Scope of Work: In addition to the work performed by a Registered Plumber's Apprentice, a Registered Residential Utilities Installer may install yard water service piping and building sewers for only one- or two-family dwellings, only under the supervision of Responsible Master Plumbers and only under contracts or agreements to perform plumbing work secured by Responsible Master Plumbers. While performing only the work permitted under the Residential Utilities Installer registration, the registered Residential Utilities Installer is not required to be under the direct, on-the-job supervision of a licensed plumber.

Board-Approved Training Prior to Tradesman or Journeyman Exam: Before an applicant may take an examination for a Tradesman Plumber-Limited license or Journeyman Plumber license, the applicant must complete classroom training provided by a board-approved instructor in a board-approved training program as required by Board Rule Section 363.12 for at least:

- (1) 24 hours, if the applicant is applying to take a Tradesman Plumber-Limited License examination; or
- (2) 48 hours, if the applicant is applying to take a Journeyman Plumber examination.

A list of providers of the 24- and 48-hour classroom training is posted on the Board's website.

Make Sure Your Apprentice Registration is Current: Your Plumber's Apprentice Registration must be current in order to apply for registration as a Residential Utilities Installer. In accordance with the requirements of Sections 1301.002 and 1301.354, of the Plumbing License Law, a person may receive credit for on-the-job work hours required to qualify for a Tradesman Plumber-Limited or Journeyman Plumber examination, only while the person holds a valid (current and not expired) Plumber's Apprentice registration, or a valid Tradesman Plumber-Limited license.

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 provision of services.

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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. Texas Plumber's Apprentice Registration # (Must be Current) _____
6. 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.
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.**
 - \$18 registration fee (cashier's check, money order, or personal or company check are accepted, fee is non-refundable)
 - Employer Certification Form(s) showing proof of experience (2,000 hours). Employer Certification Forms are available on the TSBPE web site at tsbpe.texas.gov (under Forms)
 - If you answered "yes" to question #10: Supplemental Criminal History Information Form and required documents
 - Residential Utilities Installer Verification of Training Affidavit. This document is available on the TSBPE web site at tsbpe.texas.gov (under Forms)
 - One-time, electronic submission of fingerprint data through IdentoGO (if you haven't yet submitted fingerprint data, 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 the following license or registration types: Tradesman Plumber-Limited License.

(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.