

TEXAS STATE BOARD OF PLUMBING EXAMINERS

7915 Cameron Road, Austin, TX 78754 | 512-936-5200 | tsbpe.texas.gov

TRADESMAN PLUMBER-LIMITED 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 sent via US Mail**. To login to your online account, go to: tsbpe.texas.gov/ols

Minimum Requirements for the Tradesman Plumber-Limited Examination:

- Must hold a current Texas Plumber's Apprentice registration
- Must have accumulated at least 4,000 hours of experience working at the trade...
 - during the period in which the applicant was registered with the Board as a Plumber's Apprentice, **AND**;
 - under the direct supervision of a licensed plumber and general supervision of a Responsible Master Plumber, **OR**...
 - have completed a sequence of courses in the plumbing trade that are offered through a career and technology Education (CTE) program
- Proof of jobsite experience must be submitted on the **Employer's Certification Form (ECF)** available at tsbpe.texas.gov under "Printable Forms"
- Must provide proof that the applicant is authorized to work lawfully in the United States
- Must submit non-refundable Tradesman Plumber-Limited Examination application fee (\$36)
- Must provide proof that applicant has completed 24 hours of Board-approved classroom training unless the applicant has completed a Plumber's Apprentice program approved by the United States Department of Labor (DOL), Office of Apprenticeship. A list of providers of the 24-hour classroom training is posted on the TSBPE website at tsbpe.texas.gov.

The Applicant's Identity Will be Verified: Current (not expired) US or state government-issued photographic identification, such as a driver license, passport, or state-issued identification, will be required from the applicant on the day of the examination.

Fingerprinting: Fingerprints are required for all examinees. If you have not previously submitted fingerprints, see the last page of this application. Applicant will not be approved until corresponding fingerprint data is on file.

Training Periods for Examination Failures: The following training periods are required for any examination failure (all or part): (1) First failure: a 30-day training period, (2) Second failure, a 60-day training period, (3) Third and subsequent failures: a 90-day training period.

Downloadable Study Guide: The TSBPE's Tradesman Plumber-Limited Examination Review Course may be downloaded free of charge at tsbpe.texas.gov under "Printable Forms."

This Examination Includes both Computer-Based and Practical Exam Components: The Tradesman Plumber-Limited Examination begins with a computer-based test administered by TSBPE testing partner Pearson VUE. Upon successful completion of the computer-based exam, the applicant will receive instructions on how to self-schedule the Practical exam component, which is administered at either the TSBPE's Austin or Waco locations.



DOES THE APPLICANT MEET THESE REQUIREMENTS?

If not, please do so now using the TSBPE's **Public License Search**. The **Public License Search** allows you to check important information such as: fingerprint status, completed training courses and renewal status. **Remember, the TSBPE does not process or approve incomplete applications.** Scan the code to the right with your phone or go to:

tsbpe.texas.gov/pls



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1. Date _____ ▶ Incomplete applications expire one year from receipt.
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 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.
6. Texas Plumber License or Registration Rank and # _____
7. Telephone # _____ Email (Required) _____
8. Employed by _____ Employer Tel. # _____
9. Where would the applicant like to take the practical (hands-on) exam? Austin Waco
10. Has the applicant ever been convicted of a **misdemeanor** in this or any other state? Yes No
11. Has the applicant ever been convicted of a **felony** in this or any other state? Yes* No
*If applicant answers **yes** to this question, applicant must complete the **Supplemental Criminal History Information** portion (and all documentation it requires) of this application. The [Supplemental Criminal History Information Form](#) is also available on the TSBPE website at tsbpe.texas.gov under "Printable Forms."
12. Is the applicant an active member of the military or a veteran? Yes No
13. Each of the following items must be checked and submitted for your application to be considered complete. **Incomplete applications will not be processed.**
 - Non-refundable examination application fee of \$36 (cashier's check, money order, or personal/company check)
 - A copy of applicant's current US or state government-issued photo ID
 - Proof* that the applicant is authorized to work lawfully in the United States
*Applicable proof includes either of the following: (1) a copy of applicant birth certificate issued by a city/county/state/federal authority (if born in the United States); or (2) a copy of both sides of a U.S. Immigration and Naturalization document stating that you are authorized to work lawfully in the United States.
 - Proof of 4,000 hours of experience submitted on the TSBPE's **Employer's Certification Form**, or proof of completion of a sequence of courses in the plumbing trade that are offered through a CTE program.
 - If applicant answered "yes" to #11: the **Supplemental Criminal History Information Form (SCHIF)** and required documents
 - If applicant answered "yes" to #12: a copy of applicant's active military ID or Certificate of Release or Discharge from Active Military Duty (DD214)
 - Certificate of completion of 24 hours of classroom training from an approved Course Provider, or certificate of completion of U.S. Dept. of Labor Apprenticeship program. If the applicant's provider submitted this to the TSBPE electronically, please check this box.
 - One-time, electronic submission of fingerprint data through IdentoGO (see final page of this application)
14. **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



When each of the above items are complete, please mail this completed application and all required documents and payment to the address listed at the top of this page. Typical processing times range from 30-45 days following the receipt of straightforward applications, significantly longer for applications with extenuating circumstances (criminal history, unclear immigration status, etc.). Upon approval, the applicant will be sent an "Authorization to Test" via email that will include exam scheduling instructions.

TSBPE USE ONLY

Fee _____ Entity No. _____

Date Received _____ Date Processed _____

This Exam Includes a Computer-Based Portion... Here's What You Need to Know

- The examination you're applying for with this form includes a computer-based component (formerly known as the "written" exam).
- All computer-based tests (CBTs) are administered by the TSBPE's testing partner Pearson VUE. Pearson VUE operates over 40 conveniently located testing locations across the state of Texas.
- When your application is approved* by the TSBPE, you will receive an "Authorization to Test" email from Pearson VUE that includes detailed instructions on how to schedule your Computer-Based Test.
- Once you pass the computer-based test, the TSBPE will schedule your practical exam (if applicable) and send confirmation details and instructions via email.
- For more information, please see the TSBPE landing page on Pearson VUE website: home.pearsonvue.com/tsbpe



**Please note: the TSBPE does not process or approve incomplete applications; it is therefore imperative that you make sure your application is accurate and complete before sending it in. To check your license status, including fingerprint and training data, use the Public License Search: tsbpe.texas.gov/pls*

FINGERPRINTING INSTRUCTIONS

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). Fingerprints are 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* the initial license and renewal fees. Cash and personal checks are not accepted.

To register online:

1. Go to the TSBPE registration page on the IdentoGO website: 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 Texas state agencies. This service is NOT available at the TSBPE.

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SUPPLEMENTAL CRIMINAL HISTORY INFORMATION FORM

IMPORTANT: If the applicant has been convicted of a felony in this or any other state, **FAILURE TO SUBMIT THIS FORM WITH THE APPLICATION WILL RESULT IN THE AUTOMATIC REJECTION OF THE APPLICATION WITHOUT NOTICE.** Applicants who have not been convicted of a felony should not complete this form.

Instructions: The Supplemental Criminal History Information Form (SCHIF) provides the TSBPE with additional information regarding offenses that may appear on the applicant's criminal background check obtained using electronically submitted fingerprints as mandated by the State of Texas.

1. **Read** all pages of this form before completing it.
2. **Do not** leave any spaces blank.
3. **Submit** this form along with all required attachments and proof of previously submitted application (if applicable).
4. **Incomplete forms** will not be scheduled for review and will remain in pending status until completed or expired. The applicant will not be contacted if there is missing or incomplete information.
5. **Expired applications** require resubmission with a new fee.

Applicant Information

Last name (Print) _____ First _____ M _____

Email (Required) _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Phone _____ Last 4 of Social _____

Application type: Apprentice Registration Examination

Renewal (License or registration #) _____

Criminal History: List all felonies and probation/parole violations. Attach additional pages if necessary.

Date of Conviction	Offense	Disposition (Sentence, Fine, etc.)

SUPPLEMENTAL CRIMINAL HISTORY INFORMATION FORM

Supplemental Criminal History Information Checklist: do not submit this application until each of the following are complete:

- List and date all felony convictions and probation/parole violations.
- Provide detailed explanation for each conviction and violation including how and why it occurred.
- Submit a recent evaluation from a licensed professional therapist if convicted of a sexual offense.
- Submit a current and dated compliance letter from the applicant's probation or parole officer, if applicable (see release below).**
- Attach signed letters on official letterhead from current and past employers. The letters must be signed and dated by the RMP if the referenced position was/is at a plumbing company. The letters must include the following information:
 1. That the employer is aware of the applicant's convictions
 2. Why the employer believes the applicant is rehabilitated
 3. That the employer believes the applicant is not a threat to the public
- Submit other letters of recommendation and proof of rehabilitation to be considered. Examples would be certificates of successful completion of rehabilitation classes, courses or programs and signed letters of recommendation from anyone who can attest to the applicant's rehabilitation. All letters must be signed and dated and must have a telephone number to contact the person for verification.**
- All included documents are complete, legible and properly formatted.
- Complete this **Supplemental Criminal History Information Form** (all questions answered, none left blank).

The applicant must sign and date this form below, only after they have read, understand and attest to the following statements:

I, THE APPLICANT, UNDERSTAND THAT ANY FALSE INFORMATION ENTERED ON THIS FORM OR INCLUDED IN ANY ATTACHMENTS COULD RESULT IN DENIAL OR REVOCATION OF MY REGISTRATION(S) OR LICENSE(S) AND THE ISSUANCE OF AN ADMINISTRATIVE AND/OR CRIMINAL PENALTY.

IN ADDITION, I AUTHORIZE THE TEXAS STATE BOARD OF PLUMBING EXAMINERS TO VERIFY AND OBTAIN INFORMATION PERTAINING TO MY CONVICTION(S) FROM LAW ENFORCEMENT, CORRECTIONAL OFFICERS, PRESENT AND PAST EMPLOYERS, SEXUAL ASSAULT PROGRAMS, ANYONE SPECIFICALLY NOTED ON THIS APPLICATION AND ANY OTHER PERSONS. BY MY SIGNATURE BELOW I HEREBY AFFIRM THAT ALL OF THE FACTS, STATEMENTS, AND ANSWERS CONTAINED HEREIN AND ALL ATTACHMENTS ARE TRUE AND CORRECT.

Signature of Applicant

Date