

Dear Plumbing License Applicant:

Any person desiring to be certified as a master plumber or as a journeyman plumber shall make written application to the Board of Plumbing Examiners. Applicants for examination for a certificate of competency as a **master plumber** shall furnish the board with proof of at least **4000 hours** of experience as a certified journeyman plumber or be registered with the State of Missouri as a professional engineer and be actively engaged in the business of plumbing.

Applicants for examination for a certificate of competency as a **journeyman plumber** shall produce proof of at least **8000 hours** of experience as an apprentice plumber under the supervision of a certified master plumber or show equivalent experience satisfactory to the board and a certified statement as to his or her apprenticeship, or such equivalent experience.

An application is attached to this notice for your use. This application must be filled out completely and accurately, and returned at least ten days before the Board meeting the applicant wishes to appear before. **Failure to do so will result in disqualification. A refundable deposit of \$50.00 (fifty dollars) must be submitted with the attached application, to be returned in full when applicant appears for their interview with the Board of Plumbing Examiners. ANY APPLICANT NOT APPEARING WILL IMMEDIATELY AND IRREVOCABLY FORFEIT THIS DEPOSIT.** Further, it is important that you supply proof of hours worked and/or education (college course work, vocational and trade schools). **Listing employers and/or schooling on the application is not sufficient proof.** Appropriate documentation of your experience in the plumbing industry, regardless of how it is acquired, must be provided in order to be considered. This requirement does not apply to your high school education.

The applicant shall then interview with the Board of Plumbing Examiners. Schedules will be posted in the Protective Inspection Office, 2nd Floor, 701 E. Broadway. After approval by the Board of Plumbing Examiners, the applicant is responsible for submitting the exam registration form and fees to Thomson Prometrics before the cutoff date. Thomson Prometrics will then notify you with a letter of admission giving the exam date and location. A score of 75% is required to pass the exam.

Should you have any questions regarding the licensing process, telephone the Public Works Department, Protective Inspection Division at (573) 874-7474.

Sincerely,

Board of Plumbing Examiners

**CITY OF COLUMBIA, MISSOURI
PLUMBING CODE APPLICATION FOR REGISTRATION OR EXAMINATION**

1. Certification Applied For: Master Plumber Journeyman Plumber

2. **APPLICANT INFORMATION**

Name: _____ Date of Birth _____

Address: _____ Social Security # _____

City/State/Zip: _____ Phone Number: _____

3. **EDUCATION**

Name of High School: _____

Years Completed: _____ Graduation Date: _____

Name of Vocational or Trade School: _____

Dates Attended: _____ Certificate/Diploma received? Yes No

College (s) Attended: _____

Dates Attended: _____ Did you graduate? Yes No

List course work you feel is applicable to plumbing: _____

4. **WORK RECORD**

Employer	Street Address	City, State, Zip	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applicant's Signature: _____ Date: _____

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Below Portion To Be Completed By Master Plumber

I hereby certify that _____ was/is currently employed by me and has worked for me for a period of _____ as an Apprentice or Journeyman plumber.

_____ **Master Plumber Signature**

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BELOW PORTION FOR OFFICE USE ONLY

Applicant Is _____ For Testing Reciprocation by the Undersigned Members of The Board of Plumbing Examiners on This Date: _____
