

PLUMBER'S APPRENTICE REGISTRATION – IMPORTANT INFORMATION

▶ Please do NOT submit this initial registration application if you have already been issued a Plumber's Apprentice registration card and it is current or expired less than two years. If your Apprentice registration card is expired, please contact our office at 512-936-5200 to request a renewal form to renew your Plumber's Apprentice registration.

▶ Your initial registration as a Plumber's Apprentice will be assigned a random expiration date. You should be knowledgeable of the expiration date printed on the pocket card that you will receive after your registration is processed. Your registration must be renewed each year by the expiration date. Approximately ninety (90) days prior to the expiration of your registration, a renewal notice will be mailed to the address that you have provided to the Board. It is your responsibility to maintain a current address with the Board and renew your registration on time.

▶ 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.

The training may be provided in increments. You should begin the first increment of training soon after registering as a Plumber's Apprentice. A list of Board approved providers of the 24 and 48 hour classroom training is posted on the Board's website at www.tsbpe.state.tx.us.

▶ In accordance with the requirements of Sections 1301.002 and 1301.354, of the Plumbing License Law and Board Rule Section 363.1, 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.

▶ **Employer Certification Forms:** When a Plumber's Apprentice **applies to take an examination**, he/she must submit the Employer's Certification Form. This form certifies the applicant's work experience complies with the requirements for the examination. If the applicant has met the requirements through employment with one employer, the Employer's Certification Form must be completed by that employer. However, if the applicant has met the requirements through employment with various employers, then the Employer's Certification Form must be completed by each of the employers. Therefore, the Board recommends that the Registered Plumber's Apprentice request an employer complete the Employer's Certification Form each time the Plumber's Apprentice discontinues employment with a particular employer. A licensee is required to complete the Employer's Certification Form within 30 days of a request by any individual who has worked as a Plumber's Apprentice or under the licensee's supervision. It is the responsibility of the Plumber's Apprentice to supply the licensee with the Employer's Certification Form. **The Plumber's Apprentice must maintain all of the Employer's Certification Forms until all of the work experience required for an examination has been accumulated.**

▶ **Scope of work permitted by an individual registered with the Board as a Plumber's Apprentice is limited to the following:** A Registered Plumber's Apprentice may engage in learning and assisting in the installation of plumbing, only under the supervision of a Responsible Master Plumber and the direct, on-the-job supervision of a licensed plumber and only under contracts or agreements to perform plumbing work secured by Master Plumbers.

▶ Applicants may not work as a Plumber's Apprentice until this application has been approved and the applicant has received their Plumber's Apprentice registration pocket card.

▶ **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.

PLUMBER'S APPRENTICE REGISTRATION APPLICATION

Revised October 2009

▶ Applicants may not work as a Plumber's Apprentice until this application has been approved and the applicant has received their Plumber's Apprentice registration pocket card.

1. Date _____ ▶ Incomplete applications expire one year from receipt. See instructions in #11, below.

2. Last name (Print) _____ First _____ MI _____

3. Mailing address _____ City _____ State _____

4. Zip Code _____ Date of birth _____ Telephone # _____

5. Age _____ Note: All applicants for registration as a Plumber's Apprentice must be at least 16 years of age.

6. Social Security No. _____ (Social Security No. will be verified.) See Item # 7, below.
 If you have been issued a Social Security Number, disclosure of your social security number is required. Your social security number is being solicited pursuant to Texas Family Code Section 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 Parts A and D of Title IV of the Federal Social Security Act (42 U.S.C. Sections 601-617 and 651-669).

7. If you have not yet been issued a Social Security Number by the Social Security Administration, you must provide proof that you are 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. Applicable proof includes any of the following: (1) a certified copy of your birth certificate issued by a city/county/state/federal certifying authority (if born in the United States); or (2) a certified copy of your Consular Report of Birth (if born abroad to a U.S. citizen/parent); or (3) a legible copy of both sides of your Certificate of Naturalization or Certificate of Citizenship (if a naturalized U.S. citizen); or (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). Foreign birth certificates are not accepted.

8. Driver's License or State Issued Identification Number _____ State _____

9. Employer name _____ Employer Phone Number _____

Employer's address _____ City _____ St _____ Zip _____

Responsible Master Plumber _____ Master Plumber License No. _____

10. Have you ever been convicted of a felony in this state or any other state?

Yes or **No** If you answer yes to this question, you must submit a Supplemental Criminal History Information Form and all documentation listed on page 2 of the Form with this application. The Supplemental Criminal History Information Form is available on the TSBPE website at www.tsbpe.state.tx.us (under Applications and Forms).

11. Check the following boxes as you include the items which must be submitted with this application in order for the application to be considered complete. Your application will not be processed unless all items are submitted.

- Application and non-refundable Fee of \$18 (cashier's check, money order, or personal or company check)
- Supplemental Criminal History Information Form and required documents (if you answered "yes" to #10)

12. 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

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 TSBPE USE ONLY

Fee _____ File No. _____