

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 current or expired less than two years, please contact our office at 512-936-5200 to request a renewal form or visit the "Online Services" section of our website to renew online.

▶ 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.

