

APPLICATION FOR EXAMINATION

FEE \$30.00 (payable to : St. Louis County Treasurer)

314-615-3741

This section must be completed or the application may not be processed.

CHECK WHETHER YOU ARE APPLYING FOR LICENSE AS A: **Master** **Journeyman**

CHECK LICENSE CATEGORY FOR WHICH YOU ARE APPLYING: (only one per application)

Plumber Drainlayer (master only) Pipe Fitter
 Sprinkler Fitter Lawn Irrigation Installer Water Heater Specialist

APPLICANT STATUS: **New Applicant** **Re-Examination** **Expired License or Exam Credentials**

1) Applicant Name _____ Date of Birth _____ - _____ - _____

2) Social Security Number: _____ / _____ / _____ Home Phone _____

3) Home Address _____
Address City State Zip

4) E-mail address: _____

5) Employer Name _____ Employer Ph# _____

6) Employer Address _____
Address City State Zip

7) Record of employment and experience with a bona fide contractor of above specified trade:
(start with present or latest position held on line 1-you must provide verification of required experience)
If additional space is needed you may attach a separate sheet of paper.

YEARS From To		EMPLOYER NAME	EMPLOYER ADDRESS	EMPLOYER PHONE

8) **IMPORTANT** - If you have previously applied for a license in St. Louis County, Missouri indicate license for which applied and pertinent facts:

I hereby affirm the foregoing facts to be true to the best of my knowledge as I hereby make application for the license indicated above.

Signature _____ Date _____

1. Any misstatement or misrepresentation in said application will disqualify the applicant.
2. The applicant will be notified in writing of the action of the board following his application.
3. In the event an applicant fails to qualify for a license, the application fee deposited will not be refunded. If a new application for examination is submitted, it must be accompanied by the fee specified by law.

DIRECTIONS FOR SUBMITTING APPLICATIONS
FOR
MASTER AND JOURNEYMAN LICENSE EXAMINATIONS

1. Applications must be submitted at least seven (7) days prior to the meeting date to be on the Agenda.
2. Applicants must pay the application fee when application for examination is submitted.
3. When applying for a Master or Journeyman and you are licensed in a location other than St. Louis County, Missouri, you must furnish a copy of each license, and a signed notarized letter from present and/or former employers that verify dates of relevant employment. A verification form is available for use.
4. Persons applying for the Journeyman Plumber examination shall submit notarized letters as stated in item #2, and also submit verification of their apprenticeship training.
5. All notarized letters from former and present employers must be on company letterhead.
6. The St. Louis County Missouri Board of Plumber & Drainlayer Examiners reviews all applications at a regularly scheduled Board meeting. You will be notified of the decision of the Board. In the event the applicant is denied approval by the Board of Examiners, there is no refund of the application fee. If applications are not approved for lack of verification of requirements, typically the application is tabled for a reasonable time to enable the applicant to obtain the necessary third party verification or other needed W-2's, certifications, transcripts etc.
7. Upon the approval of an applicant by the Board of Examiners, the applicant will be mailed an examination registration packet for the selected testing agency. The applicant must take the exam within seven months (six test dates) of the date on the registration form.
8. Applicants that pass the examination are required to register at the Office of Plumbing and Sewer Inspection, complete an application for license, and pay the license fee. If the applicant desires the license may be put on inactive status at that time.
9. An applicant failing to pass an examination for a license may not retake the examination for ninety (90) calendar days. An application to retake the examination may be submitted no sooner than ninety (90) calendar days prior to becoming eligible to take the examination.