

PLUMBER'S APPRENTICE REGISTRATION – IMPORTANT INFORMATION

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.

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

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. Your work experience may be credited towards qualifying for an examination with the Board, only while you keep your Plumber's Apprentice Registration renewed and current.**

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 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.

Plumbing License Law and Board Rules: The Texas State Board of Plumbing Examiners strongly recommends that each Registered Plumber's Apprentice obtain a current copy of the Plumbing License Law and Board Rules upon registration and renewal of a Plumber's Apprentice Registration.

The Plumbing License Law and Board Rules may be downloaded at no cost from the Board's web site at www.tsbpe.state.tx.us or by written request and a fee of \$5.00 to cover printing and mailing costs. The \$5.00 fee must be submitted with a written request for a hard copy of the Plumbing License Law and Board Rules.

Examination Study Materials:

- Examination Review Courses <http://www.tsbpe.state.tx.us/applications-forms.html>
- International Plumbing Code and International Fuel Gas Code
Published by the International Code Council (800) 786-4452 www.iccsafe.org
- Uniform Plumbing Code, published by:
International Association of Plumbing and Mechanical Officials (800) 854-2766 www.iapmo.org

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.

