

Exam Number: _____ - _____

Your Social Security Number: _____ - _____ - _____

EXPERIENCE: BEGIN WITH THE MOST RECENT RELATED EMPLOYMENT BELOW AND WORK BACK. IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS WITH SAME HEADINGS.

PROOF OF EMPLOYMENT/ SUPERVISION:

TO QUALIFY, YOU MUST DEMONSTRATE THAT YOU DESIGNED AND INSTALLED PLUMBING SYSTEMS UNDER THE DIRECT SUPERVISION OF A LICENSED PLUMBER, REGARDLESS OF WHETHER YOU WERE IN HIS OR HER EMPLOY. FOR THIS APPLICATION, YOU MUST SHOW THAT YOU HAVE THE REQUIRED YEARS OF EXPERIENCE BY SUBMITTING A COPY OF YOUR W-2 FORMS FOR EACH OF THE EMPLOYERS YOU LIST BELOW. ONCE YOU HAVE PASSED THE EXAMINATION, YOU MUST ESTABLISH SUPERVISION BY SUBMITTING DETAILED LETTERS FROM THE LICENSEES WHO SUPERVISED YOUR WORK AS WELL AS AN ITEMIZED CERTIFIED HISTORY OF EARNINGS FROM THE SOCIAL SECURITY ADMINISTRATION.

EMPLOYMENT DATES		EMPLOYER'S NAME, ADDRESS, APPLICABLE LICENSE NUMBER AND THE NAME OF YOUR IMMEDIATE SUPERVISOR
FROM: MO/DAY/YR	TO: MO/DAY/YR	
CHECK ONE BOX: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME		EMPLOYER'S NAME, ADDRESS AND TELEPHONE NO.:
YOUR TITLE		
LENGTH OF EMPLOYMENT		NAME OF LICENSEE AND APPLICABLE LICENSE NO.:
YEAR(S)	MONTH(S)	
		NAME OF IMMEDIATE SUPERVISOR AND LICENSE NO. (IF DIFFERENT OR IN ADDITION TO LICENSEE LISTED ABOVE):

LIST THE PLUMBING EXPERIENCE THAT WILL QUALIFY YOU UNDER THE TERMS OF THE REQUIREMENTS.

To qualify, work experience must have been obtained under the direct supervision of a tradesperson who is duly authorized to perform such plumbing work in the jurisdiction in which this plumbing work is performed. For example, for plumbing experience obtained in the City of New York to qualify, that plumbing experience will be recognized only if it has been obtained under the direct supervision of a duly Licensed Master Plumber.

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FROM: MO/DAY/YR	TO: MO/DAY/YR	
CHECK ONE BOX: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME		EMPLOYER'S NAME, ADDRESS AND TELEPHONE NO.:
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KEEP THIS PAGE FOR YOUR RECORDS. DO NOT RETURN WITH COMPLETED LICENSE APPLICATION.

APPLICATION FOR LICENSE EXAMINATION
MASTER PLUMBER

(Local Law No. 33 of 2007 as Amended)

READ CAREFULLY BEFORE FILLING OUT APPLICATION ON ATTACHED SHEET

This is NOT an application for a City position. It is an application for an examination for a license, and possession of the license qualifies the holder for private practice in the field. Names of successful candidates in the license examination will be submitted to the New York City Department of Buildings for further investigation and consideration for issuance of the license. Persons who are successful in passing the examination must file an application for the license with the Department of Buildings. Before the license is issued by the Department of Buildings, the candidate will be required to produce satisfactory evidence of Worker's Compensation Insurance, disability insurance and general liability insurance and shall at the time of issuance of the license and during the life thereof, have an established place of business within the City of New York.

Print or Type the requested information fully and accurately, giving exact names, dates and addresses. Any false statement may result in disqualification.

APPLICATIONS: Issued during the filing period, during the normal hours of business of the Human Capital – Application Unit, and are available in the Application Center at 2 Lafayette Street, 17th Floor, New York, New York 10007 and at 210 Joralemon Street, 4th Floor, Brooklyn, NY 11201 locations. Applications are also available online at the DCAS website at <http://www.nyc.gov/html/dcas/html/employment/license.shtml>. Completed applications must be postmarked no later than the last date of the filing period and mailed to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, New York 10007.

The General Regulations for License Examinations of the New York City Department of Citywide Administrative Services apply to all license or certification examinations given by the Human Capital, and are available in the Application Center at 2 Lafayette Street, 17th Floor, New York, New York 10007 and at 210 Joralemon Street, 4th Floor, Brooklyn, NY 11201 locations. Applicants must consult the General Regulations for License Examinations and the specific information contained in this Application for License Examination, and shall be responsible for knowledge of their contents. Keep a copy of all pages of this Application for License Examination for your records.

REQUIREMENTS: Applicants must meet the following qualification requirements at the time of applying for this examination:

1. Be at least 18 years of age; **and**
2. Be able to read and write the English language; **and**
- 3a. Has had at least seven years' experience* (**attach a copy of your W-2 form for each of the required years of experience listed on the application**) within the last 10 years preceding the close of filing for this examination in the design and installation of plumbing systems in the United States, where, at least 2 years of the design and installation experience must have been as a registered journeyman plumber pursuant to Section 28-409 of the NYC Administrative Code; **or**
- b. Has received a bachelor's degree in engineering or appropriate engineering technology from an accredited college or university registered by the State Department of Education and has had at least five years' prior experience* (**attach a copy of your W-2 form for each of the required years of experience listed on the application**) within the last 7 years preceding the close of filing for this examination in the design and installation of plumbing systems in the United States, where at least two years of such experience were in New York City; **or**
- c. Is a registered architect or a professional engineer and has had at least three years' prior experience* (**attach a copy of your W-2 form for each of the required years of experience listed on the application**) within the last 5 years preceding the close of filing for this examination in the design and installation of plumbing systems in the United States, where at least one year of such experience was in New York City; **or**
- d. Has had at least seven years of experience (**attach a copy of your W-2 form for each of the required years of experience listed on the application**) within the last ten years preceding the close of filing for this examination with at least 2 years of such experience* working in the design and installation of plumbing systems in the United States as a registered journeyman plumber pursuant to Section 28-409 of the NYC Administrative Code. The balance of such required experience may be obtained performing maintenance and repairs of plumbing while in the employ of a city agency while under direct and continuing supervision of a licensed master plumber supervisor employed by the city agency; **or**
- e. An employee of a government agency, private inspection agency or other entity whose duties involve the inspection of plumbing work for compliance with the New York City plumbing code and or law relating to the installation, alteration or repair of plumbing systems shall be credited with fifty percent (50%) of the number of years (**attach a copy of your W-2 form for each of the required years of experience listed on the application**) employed in such duties within 10 years prior to the close of filing of this examination not to exceed 2 ½ years of experience. The balance of the required 7 years of experience* (**attach a copy of your W-2 form for each of the required years of experience listed on the application**) must have been obtained working in the design and installation of plumbing systems in the United States.

Applicants who were engaged in plumbing work as described above, prior to entering the armed services of the United States, shall be permitted to credit their time in the service as experience in the plumbing business, but such credit shall not exceed one-third of the required experience.

*** To qualify, work experience must have been obtained under the direct and continuing supervision of a tradesperson who is duly authorized to perform such plumbing work in the jurisdiction in which this plumbing work is performed. For example, for plumbing experience obtained in the City of New York to qualify, that plumbing experience will be recognized only if it has been obtained under the direct and continuing supervision of a duly Licensed Master Plumber.**

SCOPE OF EXAMINATION: The examination will consist of a written test of the multiple-choice type and a practical test. The written test will appraise candidates' knowledge of the plumbing provisions in the Administrative Code, the reading of plumbing plans, plumbing practice in the City of New York and knowledge of Industrial Code Rule 4, Boilers, issued by the New York State Department of Labor and its provisions regarding low pressure boiler operations. The practical test will be given to those candidates who pass the written test. The practical test will evaluate candidates' skill in the performance of plumbing work. Candidates must attain a score of at least 70% on the written part and a rating of qualified on the practical test to qualify for the license.

FEE: \$275.00 Payment must be by **money order only** made payable to **DCAS (EXAMS)** at the time of filing the application for this examination. Checks or cash will not be accepted. Retain your money order receipt as proof of filing. This fee does not include the fee for the issuance of the Master Plumber's License by the Department of Buildings.

This fee shall entitle candidates to one written test and, if a passing mark is obtained, to one practical test. A candidate will be permitted to take three practical tests on the basis of passing one written test provided the application for each additional practical test is filed no later than two years from the date of the written test. The fee of \$220.00 for each additional practical test shall be paid at the time of filing the application.

Refunds will be made only in accordance with Regulation L.5.3 of the General Regulations for License Examinations.

The City of New York
Department of Citywide Administrative Services
Edna Wells Handy, Commissioner