

St Louis County
Board of Plumbing Examiners
POLICIES & PROCEDURES

POLICY # 1201015 (A thru O)

ACTION DATE: January 9, 2020

1201015A:

It is the responsibility of the authorized testing company /agency to provide testing by a fair and appropriate procedure, consistent with the American Disabilities Act, and pursuant to the rules and regulations of the authorized testing company/agency.

The testing company / agency shall confiscate all reference material that does not meet the requirements listed in the Candidate Information Bulletin. Confiscated material which does not contain examination questions or other test related material may be returned at the end of the examination.

An applicant, who successfully passes a licensing test, is not allowed to review the test.

1201015B:

An applicant, who successfully passes the licensing examination and has met the requirements for obtaining a license under the Plumbing Code, shall complete the license application and remit the applicable fee within 90 calendar days of notification of a passing grade on the exam and receipt of the license application materials from the St. Louis County Department of Public Works. If the 90 day mandatory deadline is not met by the Applicant, reapplication and re-testing is required.

1201015C:

If an applicant to the Board of Plumbing Examiners has previously passed a test for Pipefitter or Sprinkler Fitter, given under the direction of the St. Louis County Board of Examiners for Mechanical Licensing, the applicant will not be required to take another test to obtain a Pipefitter or Sprinkler Fitter license under the St. Louis County Plumbing Code. The Board may determine, at any time, that the test given by St. Louis County Board of Examiners for Mechanical Licensing is not equivalent to the test required by this Board, and that an additional examination is required for plumbing licensure. All other qualifications of training and experience for licensing must be met as required by the St. Louis County Plumbing Code Ordinance.

1201015D:

Credit shall not be given for attendance at Board of Plumbing Examiners Meetings. Credit shall be given for attendance at Plumbing Code Review Committee meetings when proposed amendments to the St. Louis County Plumbing Code are being considered. Credit shall be at a rate of 0.5 PEU per meeting, not to exceed a total of 3 PEU's per three year license cycle. No credit shall be given for other Public Hearings on proposed codes.

1201015E:

The notarized signature of an officer of the Company, registered with the Office of the Missouri Secretary of State, which verifies full time employment, will suffice to affirm authority of a Licensed Master Plumber employee to perform duties as Master Plumber for the Company for which he is employed.

1201015F:

Licenses will be mailed to the home address listed by the Applicant on the Application, unless the Applicant designates in writing that the license be mailed to an alternate address.

1201015G:

An Applicant approved by the Board to test, must test within seven (7) months of the date shown on the Registration For Testing Form submitted by the Applicant to the testing agency/company.

1201015H:

With Board approval, a licensee holding an expired or invalid license can hold an apprentice license in order to work under the requirements of the Code. The applicant shall take the examination for the Journeyman license within one (1) year of the Board's approval of the interim apprentice license, provided that, if the completed application to validate the expired or invalid license is not received within one (1) year from the Board's decision, the Board may rescind the interim apprentice license.

1201015I:

Apprentices working outside the boundaries of unincorporated St. Louis County for a company without a Master Plumber licensed in St. Louis County, if registered as an Apprentice under the jurisdiction of a Department of Labor Approved Joint Apprentice Training Committee (JATC), shall submit JATC registration to this Board as proof of their apprenticeship. It shall be the responsibility of the JATC to provide an annual confirmation of employment, in the plumbing trade, to this Board. The JATC shall provide written verification that the employing Plumbing contractor provides proper supervision for each apprentice.

1201015J:

The PEU sponsor shall retain continuing education records for two license cycles.

1201015K:

Any licensee called to active duty by the United States Armed Forces shall be listed as an inactive license holder, commencing on date of active duty and extending up to 180 days after release from active duty. To qualify, the licensee shall provide proof of active duty at any time during the active duty period and proof of release within 180 working days of the date of release from service.

1201015L:

Apprentices may apply for Journeyman testing within 120 days of completing their five (5) year apprentice training requirement. Test will be authorized to take place no sooner than the month of the completion of their apprentice training.

1201015M: DELETED 01/09/2020**1201015N:**

The Board recognizes that 1500 work hours of practical experience equals one (1) year of experience pursuant to the St. Louis County Plumbing Code. It is the applicant's responsibility to provide verifiable proof of practical experience. Forms of proof may include, but are not limited to, the following: Master Plumber Annual Renewal of Employment Form, an Apprentice Annual Renewal of Employment form, Individual Work Records, W2 Forms, notarized affidavit (s) of work experience from employer(s).

1201015O: DELETED 01/09/2020