

**STATE BOARD OF EXAMINERS OF
PLUMBING, HEATING, AND FIRE
SPRINKLER CONTRACTORS**



**APPLICATION PACKET FOR PERSONS APPLYING TO TAKE THE
QUALIFYING EXAMINATION FOR
PLUMBING, HEATING OR FUEL PIPING CONTRACTING LICENSE**

All applicants for examination must have all necessary current North Carolina State Building Code books, a current Laws & Rules book issued by the Board (G.S. Chapter 87, Article 2 and 21 North Carolina Administrative Code Chapter 50) and a current North Carolina Business and Project Management for Contractors book (Plumbing, Heating and Fire Sprinkler Contractors' Edition) issued by the Board at the time the applicant submits the attached application form for examination. By returning this application for approval, the applicant is stating he/she has all of the required books and is prepared to test.

Incomplete applications will be returned. A completed application packet, background criminal record check, and experience forms verified by our staff must be received in this office before you will be qualified to sit for the examination.

All applicants are required to utilize “CastleBranch.com” to submit a nationwide criminal record report to the Board (attach a paper copy of the background report to this application). Applicants are required to pay the reporting service for the cost of the report. **Answering falsely or submitting an inaccurate criminal record report can be considered fraud or deceit in obtaining a license and could lead to the denial of your application as well as prosecution under G.S. 87-23 and G.S. 87-25. The Board shall not consider the examination application of a person who has been convicted of a crime involving fraud or moral turpitude until at least one year has elapsed following the applicant’s completion of the terms and conditions of any punishment for the conviction, except for unsupervised probation.**

Mail Completed Application Packet and Examination Fee to:

**State Board of Examiners of Plumbing,
Heating and Fire Sprinkler Contractors
1109 Dresser Court
Raleigh, NC 27609**

License Definitions

Plumbing is hereby defined to be the system of the system of pipes, fixtures, apparatus and appurtenances, installed upon the premises, or in a building, to supply water thereto and to convey sewage or other waste there from.

Heating, Group 1 shall be deemed and held to be the heating system of a building, which requires the use of high or low pressure steam, vapor or hot water, including all piping, ducts, and mechanical equipment appurtenant thereto, within, adjacent to or connected with a building, for comfort heating.

Heating, Group 2 means an integral system for heating or cooling a building consisting of an assemblage of interacting components producing conditioned air to raise or lower the temperature, and having a mechanical refrigeration capacity in excess of fifteen tons, and which circulates air. Systems installed in single-family residences are included under heating group number three, regardless of size.

Heating, Group 3 shall be deemed and held to be a direct heating or cooling system of a building that raises or lowers the temperature of the space within the building for the purpose of comfort in which electric heating elements or products of combustion exchange heat either directly with the building supply air or indirectly through a heat exchanger using an air distribution system of ducts and having a mechanical refrigeration capacity of 15 tons or less

Fuel Piping, for use by persons who do not possess the required Class I or Class II plumbing or heating license, but desire to engage in the contracting or installing of fuel piping extending from an approved fuel source at or near the premises, which piping is used or may be used to supply fuel to any systems, equipment, or appliances located inside the premises.

Class I for commercial, residential, industrial and institutional buildings.

Class II for single family detached residential dwellings.

TO ALL LICENSEES

If any former employee asks that you sign a form verifying his/her work experience so as to qualify for an examination, you must complete these forms to the extent of your knowledge only. An unjustified refusal to sign appropriately documented forms provided by the applicant may lead to an appearance before the Board’s Review Committee and/or the Full Board.

IF MORE THAN ONE EMPLOYER IS LISTED, AN EMPLOYMENT VERIFICATION FORM (1-B) MUST BE COMPLETED, SIGNED AND NOTARIZED BY EACH EMPLOYER.

Attach any additional information necessary to establish your experience.

Additional Information in Establishing Experience Requirements

Plumbing, Heating & Air Conditioning: Applicants for plumbing or heating examination shall present evidence at the time of application to establish two years of full-time experience in the installation, maintenance, service or repair of plumbing or heating systems related to the category for which a license is sought whether or not a license was required for the work performed.

Fuel Piping: Applicants for fuel piping examination shall present evidence at the time of application to establish one year of experience in the installation, maintenance, service or repair of the fuel piping, whether or not a license was required for the work performed.

Experience:

Up to one-half of the experience may be in academic or technical training related to the field of endeavor for which examination is requested. The Board shall prorate part-time work of less than 40 hours per week or part-time academic work of less than 15 semester or quarter hours.

An H-3-I licensee can receive 50% credit on an H-2 application

Other experience – The Board may approve other experience that it finds to be equivalent or similar.

STATE BOARD OF EXAMINERS OF PLUMBING, HEATING & FIRE SPRINKLER CONTRACTORS - RALEIGH, NC APPLICATION FOR EXAMINATION

Please print legibly in black ink or type (Applications must include full name and not an initial).

Full Name:

First Middle Last

Social Security No. - - Date of Birth

(Required)

Home Address:

Work Address:

Street/PO Box Street/PO Box

City State City State

Zip County Zip County

Home Phone: Work Phone:

Email: Fax:

Home Physical Address:

Street City State Zip

Examination Schedule and Fees - Indicate which examination you wish to take (confirm the appropriate class and group desired in General Statutes Chapter 87, Article 2 : Class II for single family detached residential dwellings and Class I for commercial, residential, industrial and institutional buildings).

Mark desired examination (s)

- Plumbing, Class I Heating, Group 2
Plumbing, Class II Heating, Group 3, Class I
Heating, Group 1, Class I Heating, Group 3, Class II
Heating, Group 1, Class II Fuel Piping

Examination Fee \$100.00 per exam and is non refundable

If you are currently or were previously issued a license by this Board, enter your license number and qualifications: License Number Qualification

Applicant’s Criminal Record Information

Have you ever been charged or convicted of a crime (excluding minor traffic violations)? Check one: Yes No .

If yes, explain the occurrence(s) on a separate sheet of paper

Are you presently serving or have you completed any period of incarceration, probation or parole for any misdemeanor or felony?

Check one: **Yes** **No** *If yes, explain the occurrence(s) on a separate sheet of paper.*

Authorization for Records Check

All applicants are required to utilize “CastleBranch.com” to obtain a nationwide criminal record report and must attach a paper copy of the background report to this application (instructions attached to this application). Applicants are required to pay the reporting service for the cost of the report. In making this application to the State Board of Examiners of Plumbing, Heating, & Fire Sprinkler Contractors for a license under the provisions of Chapter 87 of the General Statutes of North Carolina and the Rules of the State Board of Examiners, I swear (or affirm) that I am the applicant named herein and that all information provided in connection with this application is true to the best of my knowledge and belief.

Applicant’s signature _____ Date _____

APPLICANT EMPLOYMENT HISTORY

This form is **not** required to be completed if a licensee(s) of this Board have completed, signed and had notarized Form 1-B (attached) verifying the minimum hours of experience required by law. If a licensee of this Board does not complete form 1-B (attached) to cover all of the required experience hours, then the applicant must complete this form and **attach W-2's and / or 1099's** to verify experience. In completing this form, please document a thorough and concise employment history for the specific type of license(s) you are seeking to obtain. You may make photocopies of this form in order to list all of your past employment history that applies. If you have been self-employed, please document this information on this form as well and provide copies of your tax returns for applicable years.

You must attach copies of W-2, 1099's or tax return forms matching time(s) of employment listed on this form.

APPLICANT'S FULL NAME: _____

EMPLOYER NAME: _____ **TELEPHONE:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____

DATE'S EMPLOYED: (MONTH/YEAR): Start Date _____ to _____
(Month/Year) (Month/Year)

POSITION'S HELD: _____

SUPERVISOR'S NAME: _____

Detailed description of your duties: _____

Percent of the above listed experience (being confirmed) performing service or repair: _____%

Percent of the above listed experience (being confirmed) performing installation and design: _____%

Total # of hours employed by your firm performing installation, maintenance, service or repair: _____

Print – Person Confirming Experience Company Name (if applicable)

Signature of Person Confirming Experience Date

STATE OF _____ COUNTY OF _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC (Signature and printed name)

(SEAL)

MY COMMISSION EXPIRES _____



CastleBranch

**Applicant Instructions to Obtain
Certified Back Ground Check For
State Board of Examiners of Plumbing, Heating & Fire Sprinkler Contractors**

The above organization has chosen CastleBranch.com as an approved source for background checks.

CastleBranch.com is a service that allows applicants to order and purchase their own background check directly online. The results of your background check are posted to the CastleBranch.com website in a secure, tamperproof environment. You can view the background check anytime, anywhere online with your secure password. The background check we perform is based on guidelines provided by your organization, so you know you'll get the information you need, all from one source.

To order your background check from CastleBranch.com, please follow the instructions below.

1. [Go to www.CastleBranch.com](http://www.CastleBranch.com)
2. In the Place Order Box, enter package code: **ST46**
3. Enter Personal Information
4. Select a method of payment: Visa, Master Card or money order.

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 24-72 hours. Once your background check is complete, your organization will automatically be able to view your background check results. You can also supply the password to anyone else that needs to see your results. Please print a copy of your certified back ground check and include the copy with your application

Must submit copies of all pages of criminal background report with application.

www.CastleBranch.com
Phone: (888)666-7788
info@castlebranch.com



State Board of Examiners of Plumbing, Heating & Fire Sprinkler Contractors

1109 Dresser Court Raleigh, NC 27609

Phone: 919-875-3612 Fax: 919-875-3616

www.nclicensing.org

BOOK ORDER FORM

Name: _____ License #: _____

(If Applicable)

Company Name: _____

Ship To: _____

City: _____ State: _____ Zip: _____

County: _____ Phone: (_____) _____ - _____

Email: _____

(Please provide an email to receive shipment tracking information)

BOOKS	Qty	Price (tax included)	Subtotal	Shipping/Handling	Total
Board Laws and Rules 2016 (ONLY)		X \$10.68		+ 4.32 (per book)	
Business & Project Management for Contractors - 5 th Edition (ONLY)		X \$48.04		+\$5.96 (per book)	
Complete Set – Includes Both Books		X \$58.72		+\$7.28 (per set)	
Shipping Includes Delivery Confirmation **6 Books or More Call for Shipping**				ORDER TOTAL	

**ALL BOOK SALES ARE FINAL
NO RETURNS - NO REFUNDS - NO EXCHANGES - NO EXCEPTIONS**

Mail completed form with payment made out to "State Board of Examiners" to:

*State Board of Examiners
1109 Dresser Ct.
Raleigh NC 27609*

Please Allow 5-7 Business Days to Receive Order

THANK YOU FOR YOUR BUSINESS