

SELF-VERIFICATION OF EXPERIENCE

If you did not work under the direct supervision of a licensee of this Board (as documented on Form 1-B), or for a firm which you received a 1099 or W-2 from (as documented on Form 1-C), then you must provide sufficient documentation to otherwise verify your experience by self-verifying.

In order to self-verify, you must complete Form 1-C and provide six (6) notarized statements for each qualification that you are seeking.

For example, if you are seeking licensure in H2 and H3-I, you must submit six (6) letters documenting your H2 work and six (6) additional letters documenting your H3 work.

The required statement is on the following page and should be copied and provided to each person that is verifying your experience. It must indicate the type of work performed (installation, service, maintenance or repair), the category (Plumbing or Heating Group 1, 2 or 3), and must include a detailed description of the specific work performed. The person providing the statement must personally appear in front of a Notary Public, who must properly notarize each statement.

In addition to the required statements, you must provide 1099s or W-2s for the years that experience is being claimed. If you were self-employed and did not receive proof of income, you must provide Financial Statements (Profit & Loss, Balance Sheets, etc.) for the business for the years that experience is being claimed.

STATEMENT

STATE OF _____

County/Parish of _____

AFFIDAVIT OF _____
(person providing statement)

I, _____, being first duly sworn, state the following:
(person providing statement)

I reside at _____
(address of person providing statement)

I acknowledge the following:

That on or about _____, an individual known to me as
(approximated date that work was performed)

_____, did perform work as described below at
(name of applicant)

(address where work was performed)

The work consisted of the *(check all that apply)*

_____ installation _____ service _____ maintenance _____ repair

(check only one category below)

_____ P - Plumbing (residential, commercial, institutional buildings)

_____ H1 - Hot water and/or steam heating system(s) or equipment used for comfort heating

_____ H2 - Forced air cooling or heating/cooling systems or equipment used for comfort heating/cooling with cooling capacity over 15 tons

_____ H3 - Forced air heating and/or cooling systems or equipment used for comfort heating/cooling with cooling capacity under 15 tons

_____ FP - Fuel Gas Piping (LP or natural beyond first stage regulator)

