

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



**RE-EXAMINATION 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 Contractor Edition) issued by the Board at the time the applicants submits the attached application form for examination. By returning this application for approval, the applicant is stating he/she has all 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 for re-examination must submit an updated criminal records check with their re-examination application, if it has been greater than six months since they obtained the previously submitted criminal records check. The applicant is 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 & Fire Sprinkler Contractors  
1109 Dresser Court  
Raleigh, NC 27609**

**OR**

**Email the form to [exams@nclicensing.org](mailto:exams@nclicensing.org) and you will be emailed a payment link to pay the exam fee online.**

**Do Not Upload this form to the online application portal.**

You may submit your retest form, re-exam fee & updated criminal background report (if needed) before the end of your 90 days.

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

Please PRINT legibly in black ink and include full name (no initials.)

FULL NAME: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Social Security Number (required): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Home Mailing Address:**

**Work Mailing Address:**

Street or PO Box: \_\_\_\_\_ Street or PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Home Physical Address (if different from Mailing Address):**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*\*\*\*\*RE-EXAMINATION FEE IS \$100.00 PER EXAM AND IS NON-REFUNDABLE\*\*\*\*\***

Indicate which examination you wish to take by going to the Exam Information page of the Board's website and clicking on the License Definitions link. **Make sure you choose the correct column below (Contractor or Technician).**

**CONTRACTOR EXAMS**

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**TECHNICIAN EXAMS**

- \_\_\_ Plumbing Class I
- \_\_\_ Plumbing Class II
- \_\_\_ Restricted Limited Plbg.
- \_\_\_ Heating Group 1 - Class I
- \_\_\_ Heating Group 1 - Class II
- \_\_\_ Heating Group 2
- \_\_\_ Heating Group 3 - Class I
- \_\_\_ Heating Group 3 - Class II

- \_\_\_ Fuel Piping
- \_\_\_ Fire Sprinkler Installation
- \_\_\_ Fire Sprinkler Inspection
- \_\_\_ Business & Law ONLY

- \_\_\_ Plumbing
- \_\_\_ Heating Group 1
- \_\_\_ Heating Group 2
- \_\_\_ Heating Group 3
- \_\_\_ Fuel Piping
- \_\_\_ Fire Sprinkler Inspection
- \_\_\_ Fire Sprinkler Maintenance

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

License number: \_\_\_\_\_ Qualification(s): \_\_\_\_\_

**PLEASE NOTE:** Applicants who fail the business portion of an H1-I, H2, H3-I or P-I only, but pass the technical portion of the exam may request that they be granted a Technician license based on passage of the technical portion of the exam.

**This does not apply to applicants who fail the business portion of an H1-II, H3-II or P-II exam but pass the technical portion, as technicians must be tested on Class I material.**

**\*\*If you wish to test in a state other than North Carolina, please indicate the state \_\_\_\_\_**

Note: Applicants who hold an active Plumbing, Heating or Fuel Piping Technician license obtained by examination may obtain the Plumbing, Heating or Fuel Piping Contractor license in the same category by passing the Business & Law examination only.

**Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_**

**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*

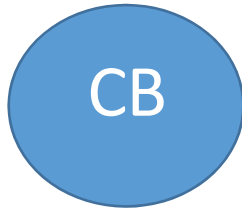
Are you presently serving or have you completed any period of incarceration, probation or parole for any misdemeanor or felony?

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 \_\_\_\_\_



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: **ST4 6**
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