



# PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

**TO: APPLICANTS FOR JOURNEYMAN EXAMINATION**

**REF: CHAPTER 75-489, LAWS OF FLORIDA**

Each applicant must complete the attached application forms with supporting documents and file them with the Board. The Committees meet the first Tuesday and Wednesday of each month.

The next committee meeting is \_\_\_\_\_

Your application should be submitted not later than \_\_\_\_\_

Applications must be signed and notarized as indicated.

Examinations are open-book and prepared for the PCCLB by an independent testing agency. Questions are multiple-choice, fill-in, or true-false.

All books and references must be brought by the examinee. No class notes, scratch-paper, exam study aids or like materials will be allowed. Silent, battery-powered, non-printing calculators are permitted, and applicants must bring their own pencils (#2), pens and rulers.

Most examinations take about six hours with a lunch break of approximately one hour. Smoking is prohibited in the examination area. A passing grade is 70%. You will be notified of your grade within 30 days.

Do not call the PCCLB office before 30 days for your examination results.

If an applicant for an original certificate does not provide a complete application with all required supplementary information within one year from the date of filing the application, the fee paid shall be credited to the PCCLB as an earned fee. A new application for a certificate shall be accompanied by another application fee.

All experience requirements must be verified on attachment B. The form may be reproduced as needed and all verification must be notarized.

Application Fee ..... \$75.00

**ALL FEES ARE NON-REFUNDABLE**



# PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

## JOURNEYMAN APPLICATION FORM

Cert. No. \_\_\_\_\_ Receipt. No. \_\_\_\_\_ Date: \_\_\_\_\_

DATE OF EXAM

GRADE

_____	_____
_____	_____
_____	_____

DO NOT FILL IN ABOVE LINE

Type or Print in ink. Answer all questions.

1. Present Journeyman Certificate No. \_\_\_\_\_

2. I am applying for the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Plumbing Journeyman    | <input type="checkbox"/> Pipe Fitting Journeyman     |
| <input type="checkbox"/> Electrical Journeyman  | <input type="checkbox"/> Air Conditioning Journeyman |
| <input type="checkbox"/> Sheet Metal Journeyman |  |

3. Have you previously applied to this Board for licensure as a contractor or journeyman? If so, when?

\_\_\_\_\_

4. Name of individual to be certified (as you would have it on Certificate) \_\_\_\_\_

5. Residence address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

6. Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

7. Gender  Male  7. Social Security Number \_\_\_\_\_

(The PCCLB collects your social security number for the following purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection, reconciliation, tracking, benefit processing, and tax reporting. Social security numbers are also used as a unique numeric identifier and may be used for research purposes).

8. Telephone Home \_\_\_\_\_ Telephone Business \_\_\_\_\_

9. Education: Give names of institutions, locations, length of time spent in each course:

School Name	Location	Years Attended	Type of Course
High School _____	_____	From _____ To _____	_____
Trade School _____	_____	From _____ To _____	_____
Other _____	_____	From _____ To _____	_____

10. Have you previously been employed as any type of licensed journeyman?

How long? \_\_\_\_\_ Type of Journeyman \_\_\_\_\_

Where? \_\_\_\_\_

11. History of employment as a helper, apprentice or journeyman in the profession for which you desire certification: (use last six years only).

DATE: MONTH/YEAR		NAME OF FIRM OR JOB	WHERE	DUTIES
FROM	TO			

12. Three original character letters must be submitted from reputable business or professional persons (not former employers or relatives of the applicant) of Pinellas County or the county of applicant's last business location.

13. If the answer to any of the following questions is "yes," explain fully under "Remarks," giving names, dates, locations, etc.

- |  | Yes   | No    |
|--|-------|-------|
| a. Have you been convicted of a misdemeanor or felony, or are you presently under a charge of committing a misdemeanor or felony?                        | _____ | _____ |
| b. Have you ever been refused a journeyman's or other professional license or had such a license suspended or revoked?                                   | _____ | _____ |
| c. Are you now doing business, or have you ever done business, under a fictitious name: Attach proof of compliance with the Florida Fictitious Name Act. | _____ | _____ |

Remarks: \_\_\_\_\_

\_\_\_\_\_

14. I hereby apply for a Journeyman's Certificate as a \_\_\_\_\_ Journeyman and enclose the fee in the amount of \$75.00. I have read the application and the accompanying instruction sheet and have answered all questions. I understand that my certificate can be suspended or revoked for good cause shown.

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

The foregoing instrument was acknowledged before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by: \_\_\_\_\_  
Date

\_\_\_\_\_  
Name of person taking acknowledgement

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary Public

Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



# PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

**Information in this box to be filled in by Applicant.**  
(PRINT OR TYPE)

Applicant \_\_\_\_\_  
(Name of person to be examined)

Address \_\_\_\_\_  
(Same as application)

Classification \_\_\_\_\_

### CERTIFICATE IN SUPPORT OF JOURNEYMAN APPLICANT'S EXPERIENCE QUALIFICATIONS

(To be attached to application for examination)

The person certifying to his knowledge of the experience of the applicant named above shall complete the form below. READ THE INSTRUCTIONS BEFORE PROCEEDING.

I, \_\_\_\_\_ certify that I am  
Name of Employer (PRINT)  
personally familiar with the work experience of \_\_\_\_\_

during the period from \_\_\_\_\_ to \_\_\_\_\_  
Month Year Month Year

and that I know of my own direct knowledge that said applicant was employed as follows:

(Tell in your own words what you know of applicant's experience. Give the dates of employment. Describe the type of work performed and the position as worker, apprentice, helper, journeyman, foreman, or supervisory employee. Describe the kind of buildings, structures, projects or equipment worked on and the extent of trade experience known to you. Give any other details that might aid in evaluating experience.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

\_\_\_\_\_  
Name of person taking acknowledgement

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary Public

Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Print Name of Employer

\_\_\_\_\_  
Address of Employer

\_\_\_\_\_  
Employer License No.

**RETURN TO APPLICANT  
WHEN FILED WITH AN APPLICATION, THIS  
CERTIFICATE BECOMES THE PROPERTY OF  
THE PCCLB AND IS KEPT AS A MATTER OF  
RECORD.**



# PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

## TO PERSONS REQUESTED TO CERTIFY TO APPLICANT'S EXPERIENCE:

The applicant named is required to prove his right to take a journeyman's examination by furnishing these certificates in support of his/her experience shown in the application. Enough verification is required to prove such experience to the Board. The applicant must have had:

Not less than four (4) years' experience preceding the filing of an application in the particular classification of license for which application is made:	<ul style="list-style-type: none"> <li>• ELECTRICIANS</li> <li>• PLUMBERS</li> <li>• PIPE FITTERS</li> <li>• AIR CONDITIONING</li> </ul>
Not less than three (3) years' experience preceding the filing of an application in the particular classification of license for which application is made:	<ul style="list-style-type: none"> <li>• SHEET METAL</li> </ul>

You are being requested to certify as to your knowledge of applicant experience by completing the attached form.

Verifications must be by **licensed contractors** with direct knowledge of the applicant's experience.

### **THE FORM MUST BE NOTARIZED.**

### **DO NOT MAIL THE FORM TO THE PINELLAS COUNTY CONSTRUCTION LICENSING BOARD. RETURN IT TO THE APPLICANT IN ORDER FOR HIM/HER TO ATTACH TO HIS/HER APPLICATION.**

Your cooperation is earnestly solicited so that the PCCLB can determine whether an applicant has had the experience necessary to become a capable and qualified journeyman.

### HOW TO COMPUTE YEARS OF EXPERIENCE – USE ANY OF THE FOLLOWING:

1. Completion of a 4-year apprenticeship program equals 4 years; or
2. Completion of 4 years' full-time employment (2,000 hours/year) since leaving (high) school equals 4 years; or
3. Completion of less than 4 years' full-time employment since leaving (high) school can be added to actual part-time hours worked before leaving school once age 16 was attained. This means actual part-time hours worked since a 16<sup>th</sup> birthday and during school years may be added to years of work since leaving school to total 4 years.

The total hours needed to qualify for 4 years equals 8,000 (4 x 2,000). For the sheet metal journeyman classification only verification of 6,000 hours is required.

All work must be verified by licensed contractors or building officials familiar with the applicant's experience.

## **DESCRIPTION OF JOURNEYMAN CLASSIFICATIONS**

The following is a description of the general types of work covered in the various journeyman classifications certified by the Pinellas County Construction Licensing Board.

1. **Air Conditioning Journeyman**

Those who are qualified to install, maintain, repair, fabricate, alter or extend; central air conditioning, refrigeration, heating and ventilating, including ductwork and all appurtenances, apparatus, piping vessels, ducts and insulation used in connection therewith while employed or supervised by an Air Conditioning Contractor

2. **Sheet Metal Journeyman**

A person who performs the manual work of installing sheet metal under the direction of a sheet metal contractor. (Unlimited services in manufacturing and installation, ferrous and nonferrous, of U.S. No. 10 gauge or lighter; air handling systems, including setting of air handling equipment and including, balancing of air handling systems.)

3. **Electrical Journeyman**

A person who performs the work of installing electrical wiring under the direction of a master electrician. (Unlimited electrical work, all types.)

4. **Plumbing Journeyman**

A person who performs the manual work of installing plumbing under the direction of a master plumber. (Unlimited plumbing work, all types.)

5. **Pipe Fitting Journeyman**

A person who performs the manual work of installing piping for central air conditioning, refrigeration, and heating, piping to boilers and unfired pressure vessel systems, lift station equipment and piping, insulation of pipes, pressure and process piping, pneumatic control piping, piping to fuel tanks and pump installations, installation of oil tanks, fire sprinkler systems and standpipes, air piping, vacuum line piping, oxygen lines, nitrous oxide piping, ink and chemical lines, and condensate drain piping.

It does not include duct work, ventilating, insulation of vessels and ducts, fuel transmission lines, liquefied petroleum or natural gas fuel lines within buildings, potable waterlines or connections thereto, sanitary sewer lines, swimming pool piping and filters, or electrical power wiring

**THE PINELLAS COUNTY CONSTRUCTION LICENSING BOARD DOES NOT RECOMMEND NOR SPONSOR ANY SCHOOL PURPORTING TO TUTOR OR PREPARE APPLICANTS FOR CONTRACTOR'S EXAMS.**

For your convenience, we are supplying you with a list of schools, public and private, which offer various types of exam preparation, as well as a list of possible sources for the purchase of the recommended reference materials.

**Book Stores and Private Schools**

**Construction Estimating Institute**

State and County Continuing Education  
Zada Roy  
5016 Calle Minorga  
Sarasota, FL 34242  
800-423-7058  
Online: [www.esteeming.org](http://www.esteeming.org)

**Contractors Exam School Inc.**

State, Continuing Education & GITS Prep  
GITS by appointment only  
1213 N Parsons Ave  
Brandon, FL 33510  
813-684-1161

**Contractors Exam School Bookstore Inc.**

561-471-1828 (West Palm Beach)  
954-963-5444 (Pembroke Pines)

**Contractors Institute**

8301 Joliet Street  
Hudson, FL 34667  
800-571-4777  
[www.contractorslibrary.com](http://www.contractorslibrary.com)

**Building Trades Education Services & Book Store**

2136 Cattlemen Road  
Sarasota, FL 34232  
800-832-2496  
Online: [www.buildingtradeeducation.com](http://www.buildingtradeeducation.com)

**Cam Tech School of Construction**

246 Crystal Grove Blvd.  
Lutz, FL 33548  
813-960-0100  
Online: [www.camtechschool.com](http://www.camtechschool.com)

**Contractors Library**

8301 Joliet St.  
Hudson, FL 34667  
877-542-3673  
727-861-7225  
Online: [www.contractorsinstitute.com](http://www.contractorsinstitute.com)

**Contractors Exam School**

Online: [www.contractorexamschool.com](http://www.contractorexamschool.com)

Also note: You may find some of the books on Amazon at a discounted rate.