



# PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

**ALL FEES ARE NONREFUNDABLE**

**TO: APPLICANTS FOR JOURNEYMAN EXAMINATION  
FROM: RODNEY S. FISCHER, EXECUTIVE DIRECTOR  
REF: CHAPTER 75-489, LAWS OF FLORIDA**

Each applicant must complete the attached application with supporting documents and file it with this office 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, 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 .....\$50.00**

**ALL FEES ARE NONREFUNDABLE**

Pinellas County Construction Licensing Board  
12600 BELCHER ROAD, SUITE 102

LARGO, FLORIDA 33773  
Telephone (727) 536-4720

**JOURNEYMAN APPLICATION FORM**

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

DATE OF EXAM \_\_\_\_\_ GRADE \_\_\_\_\_

DATE OF EXAM \_\_\_\_\_ GRADE \_\_\_\_\_

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:

Plumbing Journeyman \_\_\_\_\_  
Electrical Journeyman \_\_\_\_\_  
Sheet Metal Journeyman \_\_\_\_\_

Pipe Fitting Journeyman \_\_\_\_\_  
Air Conditioning Journeyman \_\_\_\_\_

3. Have you previously applied to this Board for Certification for any type contractor or journeyman? If so, when?

4. Name of Individual to be Certified \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(as you would have it on Certificate)

(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 search purposes).

5. Residence Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

6. Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

7. Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

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

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

	<u>High School</u>	<u>Location</u>	<u>Years Attended</u>		<u>Type of Course</u>
			<u>From</u>	<u>To</u>	
High School	_____	_____	_____	_____	_____
Trade School	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

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

How long \_\_\_\_\_ Type journeyman \_\_\_\_\_

Where \_\_\_\_\_

11. History of employment as a helper, apprentice or journeyman in the profession for which you desire certification: use last six (6) years only.

Name of Firm or Job	Where	When	Duties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

	<u>YES</u>	<u>NO</u>
a. Have you been convicted of a misdemeanor or felony, or are you presently under a charge of committing a misdemeanor or a 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Use Additional Sheet If Necessary)

14. I hereby apply for a Journeyman's Certificate as a \_\_\_\_\_ Journeyman and enclose the fee in the amount of \$50.00. I have read the accompanying instruction sheet and have answered all the questions. I understand that my certificate can be suspended or revoked for good cause shown.

Signed \_\_\_\_\_  
Applicant

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

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by

\_\_\_\_\_  
*Print (Name of person taking acknowledgment)*

\_\_\_\_\_  
*(Signature of Notary Public - State of Florida)*

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

Personally Known \_\_\_\_\_ **OR** Produced Identification  
Type of Identification Produced \_\_\_\_\_

PINELLAS COUNTY CONSTRUCTION LICENSING BOARD  
12600 BELCHER ROAD, SUITE 102  
LARGO, FL 33773

**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 above named shall complete the form below.  
READ THE REVERSE SIDE BEFORE PROCEEDING.

I, \_\_\_\_\_ certify that I am  
Name of Employer (Print)

personally familiar with the work experience of \_\_\_\_\_  
Name of Examinee

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 the 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 acknowledging)

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

(Print Type, or Stamp Commissioned Name of Notary Public)

Personally Known \_\_\_\_\_ OR Produced Identification

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

\_\_\_\_\_  
Signature of employer (License No.)

\_\_\_\_\_  
(PRINT name of employer)

\_\_\_\_\_  
(Address of Employer)

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

RETURN TO APPLICANT

To Persons Requested to Certify to Applicant's Experience:

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

**NOT LESS THAN \* \_\_\_\_ YEARS EXPERIENCE PRECEDING THE FILING OF AN APPLICATION IN THE PARTICULAR CLASSIFICATION OF LICENSE FOR WHICH APPLICATION IS MADE.**

- \* 4 years for Electricians
- \* 4 years for Plumbers
- \* 4 years for Pipe Fitters
- \* 4 years for Air Conditioning
- \* 3 years for Sheet Metal

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

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

Do not mail this form to the Pinellas County Construction Licensing Board.  
Return it to the applicant to be attached to the 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 16th 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 official's 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**

CONSTRUCTION BOOKSTORE  
P.O. Box 5196  
Jamesville, Wisconsin 53547-5196  
PHONE: 1-800-253-0541

CONSTRUCTION INSTITUTE ESTIMATING  
5016 Calle Minorga  
Sarasota, FL 34242  
PHONE: 1-800-423-7058

FLORIDA EXAM BOOKSTORE INC.,  
PHONE: (954) 963-5444  
1-800-277-8877  
(941) 275-7621

CONTRACTORS LIBRARY  
8301 Joliet Street  
Hudson, FL 34667  
PHONE: (813) 863-5147  
1-800-571-4777  
Contact: Lisa or Rhonda

BUILDERS BOOK BARN  
2136 Cattleman Road  
Sarasota, FL 34232  
PHONE: 1-800-832-3496

**PRIVATE SCHOOLS**

CONTRACTOR'S EXAM SCHOOL, INC.  
1213 North Parsons  
Brandon, FL 33510  
PHONE: (813) 684-1161

Electrical Only  
MIKE HOLT ENTERPRISES, INC.  
PHONE: (561) 471-1828  
PHONE: 1-800-881-2580  
1-800-456-7163 (NATIONAL)

BUILDING TRADES & EDUCATION SERVICES LLC  
2136 Cattlemen Rd.  
Sarasota, FL 34232  
PHONE: 1-800-TEACH-YOU  
1-800-832-2496