

# STATE PLUMBING BOARD OF LOUISIANA



## JOURNEYMAN PLUMBER APPLICATION INSTRUCTIONS

PLEASE READ COMPLETELY

Section 1378 of LA. R.S. 37:1361 et seq. provides for revoking licenses. This clause applies to applicants, as well as, licensed plumbers. **FALSE STATEMENTS CAN DISQUALIFY YOU FROM TAKING THE EXAMINATION.**

Examinations are held in January, April, July, and October at the State Plumbing Board of Louisiana Administrative Office, 12497 Airline Highway, Baton Rouge, La., 70817 (225) 756-3434. \* **Please mail applications and correspondence to the BATON ROUGE OFFICE.** Examination dates are subject to change due to conditions beyond the control of the Board. **EXAMINATION FEE: \$135.00 (\$125.00 Exam Fee + \$10.00 Processing Charge).**

**Applicants are scheduled on a first come first serve basis. *First time applicants should allow time for voucher verification.*** This application must be filled in by the applicant, properly signed, a photo attached and witnessed before a Notary Public. All tools and material for the examination are furnished to the applicant without additional costs, except **applicant must bring a 6 ft. ruler, 2 No. 2 pencils and the La. Plumbing Code/2000 Edition, (ORDER FORM ATTACHED).**

**IF YOU ARE RETAKING THE EXAMINATION, YOU WILL NOT NEED VOUCHERS OR PHOTO. COMPLETE THE FRONT OF THE APPLICATION, HAVE NOTARIZED AND RETURN WITH A \$125.00 EXAMINATION FEE.**

To qualify for examination, three journeyman or master plumbers currently licensed by the State Plumbing Board are required to verify an applicant's past experience indicating at least five (5) years or 8,000 hours experience installing, repairing or maintaining a plumbing system. Verification should be of his own personal knowledge and not what he has been told. If an applicant cannot obtain vouchers, a completed notarized affidavit may be accepted as proof of past experience. However, the applicant must appear before the State Plumbing Board at the next scheduled meeting in Baton Rouge, La. to review his experience and answer any questions of the Board Members.

For a **TEMPORARY WORK PERMIT** applicant must submit the attached permit form and a **\$75.00 FEE** along with the application to take the examination. An applicant must be deemed eligible for examination before a permit can be issued. This permit will allow the applicant to work as a journeyman plumber until the date of the examination. If an applicant fails the examination, no other permit can be issued.

For **OUT OF STATE PLUMBERS**, a completed application, copy of his/her current valid out of state journeyman or master plumber license and a notarized affidavit, certifying plumbing experience, will be accepted after verifying his/her license status with the out of state licensing board.

**No applicant should appear for the examination unless he/she has received a notice from the Board.** Notices will be mailed directly to the applicant; therefore it is imperative that the Board have the applicant's correct mailing address. This notice must be presented at the examination site. Applicants will be required to show a photo identification, before being allowed to take the examination. If an applicant does not appear for the scheduled examination, the exam fee will be forfeited. If an applicant withdraws an application, prior to the examination, 50% of the examination fee will be retained for administrative costs.

Upon passing the examination, an applicant will be notified to complete the appropriate form and return with a **\$50.00 fee** for his/her first license. Each license holder will be responsible for renewing this license each year thereafter before December 31<sup>st</sup> to avoid delinquent fees.

**The applicant MUST SIGN below indicating that the above instructions have been read.**

I, \_\_\_\_\_ have read the instructions to apply for the journeyman plumber

APPLICANT'S SIGNATURE

examination and fully understand that the **instruction sheet is part of my application** and must be returned in order to qualify. SIGNED THIS DATE \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_



# STATE PLUMBING BOARD OF LOUISIANA

ADMINISTRATIVE OFFICE: 12497 AIRLINE HIGHWAY, BATON ROUGE, LOUISIANA 70817

PHONE: (225) 756-3434 FAX: (225) 756-2433

ATTACH  
PHOTO  
HERE

## JOURNEYMAN PLUMBER APPLICATION

\*\*\*\*\*

HOME TELEPHONE NO. ( ) \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

SOCIAL SECURITY NO. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
MONTH DAY YEAR

CURRENT EMPLOYER \_\_\_\_\_ TELEPHONE NO. ( ) \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

HAVE YOU EVERY BEEN CONVICTED OF A FELONY ASSOCIATED WITH THE ART OF PLUMBING? YES / NO (CIRCLE ONE)  
IF YOU ANSWERED YES TO THE ABOVE QUESTION, PLEASE EXPLAIN IN THE SPACE PROVIDED:

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

**DATE FIRST EMPLOYED IN PLUMBING** \_\_\_\_\_

BY WHOM \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

FURNISH A COMPLETE TRANSCRIPT OR YOUR APPRENTICESHIP (IF APPLICABLE)

**APPRENTICESHIP PROGRAM - I** hereby certify that the above named applicant has completed 8,000 hours of training in the Joint Apprenticeship Program of

\_\_\_\_\_ and is qualified to take the journeyman examination.  
NAME OF TRAINING PROGRAM

DATE \_\_\_\_\_  
SIGNATURE OF COORDINATOR/TRAINING INSTRUCTOR

\*\*\*\*\*  
LA. R.S. 37:1377 (D)...PLUMBING IS THE WORK OR BUSINESS OF INSTALLING IN BUILDINGS AND ON PREMISES THE PIPES, FIXTURES AND OTHER APPARATUS FOR SUPPLYING WATER, OR REMOVING LIQUID WASTE AND/OR WATER-BORNE WASTE AND FIXTURES AND WATER DISTRIBUTION SYSTEMS OF BUIDINGS OR PREMISES...  
\*\*\*\*\*

### PLUMBING WORK EXPERIENCE

EMPLOYER/COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

DATE OF EMPLOYMENT \_\_\_\_\_ NAME OF SUPERVISOR \_\_\_\_\_  
MONTH DAY YEAR

EMPLOYER/COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

DATE OF EMPLOYMENT \_\_\_\_\_ NAME OF SUPERVISOR \_\_\_\_\_  
MONTH DAY YEAR

EMPLOYER/COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

DATE OF EMPLOYMENT \_\_\_\_\_ NAME OF SUPERVISOR \_\_\_\_\_  
MONTH DAY YEAR

YOUR APPLICATION MUST BE COMPLETED ON BOTH SIDES AND NOTARIZED IN ORDER TO BE ACCEPTED

HAVE THREE JOURNEYMAN OR MASTER PLUMBERS WITH A CURRENT LOUISIANA STATE PLUMBER LICENSE, WHO HAVE KNOWN YOU TO WORK IN PLUMBING (AS DEFINED IN LA. R. S. 37:1377 (D)), SIGN THE VOUCHER PORTION OF YOUR APPLICATION. IF VOUCHERS ARE DIFFICULT TO OBTAIN, A COMPLETED NOTARIZED AFFIDAVIT (FORM JPAFF 1, OBTAINED FROM THE ADMINISTRATIVE OFFICE) MAY BE ACCEPTED AS PROOF OF PAST EXPERIENCE. THIS ALSO APPLIES TO OUT OF STATE PLUMBERS, WHEREBY A COPY OF AN APPLICANT'S CURRENT VALID OUT OF STATE JOURNEYMAN OR MASTER PLUMBER LICENSE SHOULD ACCOMPANY THE AFFIDAVIT. ANY APPLICANT, WHO CANNOT MEET EITHER OF THE TWO ABOVE MENTIONED REQUIREMENTS, IS CONSIDERED TO BE CONTRARY TO THE RULES AND MAY REQUEST AN APPEARANCE BEFORE THE ENTIRE BOARD SO THAT HIS APPLICATION FOR EXAMINATION MAY BE CONSIDERED.

**VOUCHER NO. 1** \_\_\_\_\_ LIC.NO. \_\_\_\_\_  
 (PRINT) NAME  
 ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_  
 STREET CITY STATE ZIP CODE  
 TIME VOUCHED \_\_\_\_\_ THRU \_\_\_\_\_  
 MONTH YEAR MONTH YEAR

I AM A JOURNEYMAN/MASTER PLUMBER IN THE STATE OF LOUISIANA WITH A CURRENT LICENSE. I AM PERSONALLY ACQUAINTED WITH THE APPLICANT NAMED HEREIN, AND I PERSONALLY HAVE KNOWN HIM TO HAVE BEEN FULL TIME EMPLOYED IN PLUMBING (AS DEFINED IN R.S. 37:1377 (D)). I CERTIFY THAT ALL OF THE INFORMATION, WHICH I HAVE FURNISHED FOR THE ABOVE APPLICANT IS CORRECT AND TRUE, TO THE BEST OF MY KNOWLEDGE, AND BELIEF, THAT I HAVE NOT FALSIFIED ANY OF THE FOREGOING INFORMATION AND I RECOGNIZE THAT I AM SUBJECT TO LOSE MY JOURNEYMAN/MASTER PLUMBER LICENSE FOR A PERIOD OF TWO (2) YEARS FOR THE WILLFUL FALSIFICATION OF ANY OF THE FOREGOING INFORMATION.

DATE \_\_\_\_\_ VOUCHER'S SIGNATURE \_\_\_\_\_  
 \*\*\*\*\*

**VOUCHER NO. 2** \_\_\_\_\_ LIC.NO. \_\_\_\_\_  
 (PRINT) NAME  
 ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_  
 STREET CITY STATE ZIP CODE  
 TIME VOUCHED \_\_\_\_\_ THRU \_\_\_\_\_  
 MONTH YEAR MONTH YEAR

I AM A JOURNEYMAN/MASTER PLUMBER IN THE STATE OF LOUISIANA WITH A CURRENT LICENSE. I AM PERSONALLY ACQUAINTED WITH THE APPLICANT NAMED HEREIN, AND I PERSONALLY HAVE KNOWN HIM TO HAVE BEEN FULL TIME EMPLOYED IN PLUMBING (AS DEFINED IN R.S. 37:1377 (D)). I CERTIFY THAT ALL OF THE INFORMATION, WHICH I HAVE FURNISHED FOR THE ABOVE APPLICANT IS CORRECT AND TRUE, TO THE BEST OF MY KNOWLEDGE, AND BELIEF, THAT I HAVE NOT FALSIFIED ANY OF THE FOREGOING INFORMATION AND I RECOGNIZE THAT I AM SUBJECT TO LOSE MY JOURNEYMAN/MASTER PLUMBER LICENSE FOR A PERIOD OF TWO (2) YEARS FOR THE WILLFUL FALSIFICATION OF ANY OF THE FOREGOING INFORMATION.

DATE \_\_\_\_\_ VOUCHER'S SIGNATURE \_\_\_\_\_  
 \*\*\*\*\*

**VOUCHER NO. 3** \_\_\_\_\_ LIC.NO. \_\_\_\_\_  
 (PRINT) NAME  
 ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_  
 STREET CITY STATE ZIP CODE  
 TIME VOUCHED \_\_\_\_\_ THRU \_\_\_\_\_  
 MONTH YEAR MONTH YEAR

I AM A JOURNEYMAN/MASTER PLUMBER IN THE STATE OF LOUISIANA WITH A CURRENT LICENSE. I AM PERSONALLY ACQUAINTED WITH THE APPLICANT NAMED HEREIN, AND I PERSONALLY HAVE KNOWN HIM TO HAVE BEEN FULL TIME EMPLOYED IN PLUMBING (AS DEFINED IN R.S. 37:1377 (D)). I CERTIFY THAT ALL OF THE INFORMATION, WHICH I HAVE FURNISHED FOR THE ABOVE APPLICANT IS CORRECT AND TRUE, TO THE BEST OF MY KNOWLEDGE, AND BELIEF, THAT I HAVE NOT FALSIFIED ANY OF THE FOREGOING INFORMATION AND I RECOGNIZE THAT I AM SUBJECT TO LOSE MY JOURNEYMAN/MASTER PLUMBER LICENSE FOR A PERIOD OF TWO (2) YEARS FOR THE WILLFUL FALSIFICATION OF ANY OF THE FOREGOING INFORMATION.

DATE \_\_\_\_\_ VOUCHER'S SIGNATURE \_\_\_\_\_

STATE OF LOUISIANA PARISH OF \_\_\_\_\_

THE APPLICANT, WHOSE NAME IS \_\_\_\_\_ BEING SWORN, DECLARED THAT THE FOREGOING STATEMENTS SUBSCRIBED TO ARE TRUE TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF, AND THAT HE/SHE PERSONALLY SIGNED THIS APPLICATION AND THAT HE/SHE HAS READ THE STATEMENT MADE BY THE PERSONS VOUCHING AND CAN CONFIRM THE CORRECTNESS OF THESE STATEMENTS.

**I HAVE READ AND SIGNED THE COPY OF INSTRUCTIONS BEFORE COMPLETING THE APPLICATION.**

APPLICANT'S SIGNATURE \_\_\_\_\_

WITNESS \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

**NOTARY SEAL**

\_\_\_\_\_  
 SIGNATURE OF NOTARY

**THIS OATH MUST BE TAKEN BEFORE AN OFFICER AUTHORIZED TO ADMINISTER OATHS**

# STATE PLUMBING BOARD OF LOUISIANA

## PERMIT ISSUANCE FORM

JOURNEYMAN PLUMBER PERMIT  
**FEE: \$75.00 (CHECK OR MONEYORDER)**

*Return application to:* **State Plumbing Board of Louisiana**  
**12497 Airline Highway**  
**Baton Rouge, Louisiana 70817**

**Full Name:** \_\_\_\_\_  
*Last First Middle*

**Mailing**

**Address:** \_\_\_\_\_  
*No. Street City State Zip Code*

**Parish:** \_\_\_\_\_ **Soc.Sec. #:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Employing Entity:** \_\_\_\_\_  
*Company Name*

**Address:** \_\_\_\_\_  
*No. Street City State Zip*

### NEW APPLICANTS:

New applicants are required to provide a completed application to apply for a license as a journeyman plumber. Five (5) years or 8,000 hours of experience must be verified to qualify for the examination. The permit will allow the examination applicant to work as a journeyman plumber until he is examined by the Board. A \$125.00 examination fee + \$10.00 processing charge and \$75.00 permit fee is required.

### RETAKE APPLICANTS:

Applicants who are retaking the journeyman plumber examination are **NO LONGER** being allowed to reapply for a temporary work permit. Applicants are allowed **ONE (1)** permit, after the expiration of this permit, the applicant must return to the direct supervision of a licensed plumber as a helper/apprentice.

**DATE:** \_\_\_\_\_ **APPLICANT'S SIGNATURE:** \_\_\_\_\_

\*\*\*\*\*

Date Issued: \_\_\_\_\_ Approved: \_\_\_\_\_ Fee Rec'd: \_\_\_\_\_ J.P. Permit #: \_\_\_\_\_

# CANDIDATE BULLETIN

## STATE OF LOUISIANA

## JOURNEYMAN PLUMBER

### ABOUT N.I.T.C.

The National Inspection, Testing and Certification Corporation (NITC) is an internationally recognized third party personnel certification agency. NITC is ISO 9002-94 certified and is an ANSI accredited Certifier-Accreditation Number 0645 in the following scope: Fire sprinkler Fitter Mastery Certification, HVAC Mastery Certification, Journeyman Pipefitting/Steamfitting, Journeyman Plumber, Medical Gas Inspector, Medical Gas Installer, Medical Gas Instructor and Medical Gas Verifier. NITC is non-discriminatory in accepting applications and issuing certifications to candidates in regards to membership in any trade, association, union, etc., and is in compliance with all US Federal and State ADA regulations.

### APPLICATION PROCEDURES AND DETAILED INFORMATION

The State Plumbing Board of Louisiana shall determine if the candidate is qualified to take the license qualification examination. All candidates must complete an application. Applications and information regarding eligibility requirements, fees and examination dates are provided by the Licensing Board.

STATE PLUMBING BOARD OF LOUISIANA  
12497 AIRLINE HIGHWAY  
BATON ROUGE, LOUISIANA 70817  
PHONE: (225)756-3434  
[www.spbla.com](http://www.spbla.com)

### 2012 EXAMINATION DATES

The application shall be submitted no later than the first day of the month prior to the month in which the examination is scheduled. The 2008 examinations are scheduled for:

JANUARY 7<sup>TH</sup>, 14<sup>TH</sup>, 21<sup>ST</sup>

APRIL 14<sup>TH</sup>, 21<sup>ST</sup>, 28<sup>TH</sup>

JULY 14<sup>TH</sup>, 21<sup>ST</sup>, 28<sup>TH</sup>

OCTOBER 6<sup>TH</sup>, 13<sup>TH</sup>, 20<sup>TH</sup>

### EXAMINATION FACILITY

The Journeyman Plumber examinations are conducted at the State Plumbing Board of Louisiana's testing facility in Baton Rouge, Louisiana.

### EXAMINATION RESULTS

The proctor will ask for proper identification and will instruct the candidates on the proper method of completing the scantron form. A minimum of seventy (70) percent is the required score to pass each examination category. NITC will forward the results of examinations to the Licensing Board within fifteen (15) working days.

The licensing Board will mail to the candidate the results of their examination. **DO NOT CALL THE LICENSING BOARD OR NITC REQUESTING RESULTS. TESTING RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE.**

### QUESTION CHALLENGES AND APPEALS PROCEDURE

Any candidate may challenge, at the conclusion of the written examination, any question(s) by completing the question challenge form that is provided in the proctor's examination package. Candidates must request the question challenge form from the proctor. The NITC Certification Staff as per Section XI of the NITC Rules and Procedures document shall review any and all challenges. Any candidate may appeal a score of an examination. Appeals shall be filed in writing and received via U.S. Mail, facsimile, or email no later than thirty(30) days form the receipt of the examination score.

### ADMISSION TO THE EXAMINATION

When your application is processed and approved by the Licensing Board, they will forward your name to NITC. At that time, you will be scheduled for the next examination date. Approximately ten(10) days prior to the examination, the Licensing Board will send you an Admission Letter. This Admission Letter will show the specific exam date, exam starting time, and the location of the testing facility. No walk-in applicants will be admitted. Only pre-registered candidates will be admitted to take the examination. If your Admission Letter is lost, or you do not receive an Admission Letter two days prior to the examination date, contact the State Plumbing Board of Louisiana immediately at (225)756-3434. It is the responsibility of the candidate to notify NITC and the Licensing Board of any changes of address.

## **SPECIAL REQUESTS FOR TAKING THE EXAMINATION**

Requests for special consideration for examinations will be accommodated by NITC if possible. Candidates that have a disability that restricts their ability to take a written test under the standard conditions may request special testing arrangements. Such request must accompany the application, and must be received by the normal application closing date. The request should indicate the nature of the disability and the special accommodations needed. Verification of both the disability and the need for special accommodations may be required by a licensed medical professional. Thirty days advance notice is required for all considerations.

## **WHAT TO BRING WITH YOU TO THE EXAMINATION**

You **must have** your Admission Letter and photo identification. You **will not** be admitted for the examination without official photo identification.

You may also bring the following materials to the examination:

1. **LOUISIANA STATE PLUMBING CODE, 2000 EDITION** (You may highlight or tag chapters only)
2. A silent, nonprinting calculator
3. A tape measure or a six foot rule
4. Two, #2 pencils

## **WHAT NOT TO BRING WITH YOU TO THE EXAMINATION**

No PDA's, cellular telephones, wrist watches or any other type of devices that record data are allowed to be used during the examination.

## **COPYRIGHT EXAMINATION**

All examinations are the copyright property of the State Plumbing Board of Louisiana. It is against federal law to copy, reproduce, record or distribute, in whole or any part of the examination, without written permission from the State Plumbing Board of Louisiana.

## **CONTENT AREAS**

Examinations are based on the following content areas. Under each subject heading is the approximate number of questions in the subject area.

### **LOUISIANA JOURNEYMAN PLUMBER 80 QUESTIONS, 3 HOURS**

<b>SUBJECT</b>	<b>NUMBER OF QUESTIONS</b>
Administrative-Licensing	1-3
Administrative-Permits	1-3
Administrative-Inspections	1-3
Administrative-ADA Accessibility	1-2
Plumbing-General Knowledge	6-8
Plumbing-General regulations	3-5
Plumbing-Hangers and Supports	2-4
Plumbing-Materials	2-4
Plumbing-Joints and Connections	1-3
Plumbing-Plumbing Fixtures	2-4
Plumbing-Water Heaters	1-2
Plumbing-Water Supply and Distribution	3-5
Plumbing-Backflow Prevention	2-4
Plumbing-Drainage Systems	6-8
Plumbing-Cleanouts	1-3
Plumbing-Indirect Wastes	1-3
Plumbing-Vents and Venting	6-8
Plumbing-Traps and Interceptors	2-4
Plumbing-Storm Drains	1-2
Isometric Analysis	11-15
Piping	2-4
Plumbing-Valves	1-2
<u>Plumbing-Developed Length</u>	<u>4-6</u>
<b>TOTAL NUMBER OF QUESTIONS</b>	<b>80</b>

## REFERENCES

The following references are recommended for review when preparing for this examination. **However, you will only be allowed to use the Louisiana Plumbing Code, 2000 Edition during examination.**

### 1. LOUISIANA STATE PLUMBING CODE, 2000 EDITION

This reference is available through:

**SBCCI**

**Southern Building Code Congress International, Inc.  
Attn: Publications Dept.  
900 Montclair Road  
Birmingham, Alabama 352213-1206  
Phone: (205) 591-1853 or 1-888-422-7233  
1-800-877-2224**

**OR**

**LAPHCC for recent LOUISIANA STATE PLUMBING CODE BOOK  
4707 Bluebonnet Blvd. Suite B  
Baton Rouge, LA 70809  
(225) 767-7640**