

**PLEASE ATTACH 2X2 PHOTO HERE**

(A Copy of your Photo I.D. is Acceptable)

**MASTER NATURAL GAS FITTER APPLICATION INSTRUCTIONS**

**PLEASE READ COMPLETELY**

**To qualify for examination**, an applicant for master gas fitter examination shall have a current gas fitter license issued by the board or, hold the state Licensing Board for Contractors mechanical work (statewide) license or the applicant shall possess a current license issued by the Professional Engineering and Land Surveying Board certifying or registering him as a professional engineer. If you are applying with either a Mechanical License OR an Engineering License, please provide a copy of the license or certificate.

Examinations are held in February, May, August, and November at the testing facility on 11304 Cloverland Avenue, Baton Rouge, La., 70809 (225) 756-3434. **Please mail applications and correspondence to the ADMINISTRATIVE OFFICE at 11304 CLOVERLAND AVENUE, BATON ROUGE, LA 70809*.*** Examination dates are subject to change due to conditions beyond the control of the Board. **EXAMINATION FEE: $110 ($100.00 Exam Fee + $10.00 Processing Charge)**.

**Applicants are scheduled on a first come first serve basis.** First time and returning applicants MUST submit applications no less than thirty (30) days before any scheduled examination. This application must be filled in by the applicant, properly signed, a photo attached and witnessed before a Notary Public.

**The examination consists of two (2) Parts: Part 1 is an 80 question, 3-hour written exam; Part 2 is a 40 question, 1-hour written exam. Books necessary to take the Exam: International Fuel Gas Code (IFGC) 2012 Edition and NASCLA Louisiana Master Plumbers Guide to Business Law & Project Management 1st Edition.**

Schedule letters will be mailed 30 days prior to their scheduled exam date. **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 along with picture I.D. will be required before being allowed to take the exam. If an applicant does not appear for the scheduled examination or cancels less than thirty (30) days prior, the exam fee will be forfeited. If an applicant withdraws an application thirty (30) days prior to the examination, fifty percent (50%) of the examination fee will be retained for administrative costs.

**Scores cannot be given over the phone.** Upon passing the examination, an applicant will be notified to complete the appropriate form and return it with a **$190 Active/ $40 Inactive fee** for his/her first license. Each license holder will be responsible for taking continuing education each year through an approved provider and renewing this license each year with the State Plumbing Board thereafter before December 31st to avoid delinquent fees.

**THE APPLICANT MUST SIGN BELOW INDICATING THAT THE ABOVE INSTRUCTIONS HAVE BEEN READ.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(PRINT NAME)**, have read the instructions to apply for the Master Natural Gas Fitter examination and fully understand that this **instruction sheet is part of my application** and must be signed, dated and returned in order to qualify for the Master Natural Gas Fitter Examination.

**APPLICANT’S SIGNATURE ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNED THIS DATE \_\_­­­ /\_\_\_/\_\_\_**



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(A Copy of your photo ID Is Acceptable)

**MASTER NATURAL GAS FITTER EXAM APPLICATION**

**Please check the license that is being used to apply for the exam:**

❑ **Natural Gas Fitter** ❑ **Mechanical License** ❑ **Engineering License**

**COMPLETE ALL PORTIONS OF THIS DOCUMENT & RETURN IT WITH THE APPROPRIATE FEES IN THE FORM OF A CHECK OR MONEY ORDER PAYABLE TO: STATE PLUMBING BOARD OF LOUISIANA - 11304 CLOVERLAND AVE. BATON ROUGE, LA 70809**

**APPLICANT INFORMATION**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial:\_\_\_\_\_\_ Suffix: \_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

SSN: \_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_ Phone: (\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Natural Gas Fitter License No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mechanical License No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Engineer License No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please include a copy of the Mechanical OR Engineering License that you are applying with.)**

**Have you ever been convicted of a felony associated with the art of natural gas?** YES / NO (CIRCLE ONE)

If you answered yes to the above question, please explain in the space provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**EMPLOYING ENTITY**

Full Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: (\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address (If Different from Mailing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please select the TYPE OF BUSINESS: 🞎 Corporation 🞎 LLC 🞎 Sole Proprietorship 🞎 Partnership

If the company has more than one owner, please indicate all owners in the space provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHEDULE OF FEES**

|  |  |
| --- | --- |
| Master Natural Gas Fitter Exam Fee | $100.00 |
| Processing Charge | $10.00 |
| Total | $110.00 |

**THIS PORTION MUST BE NOTARIZED ON BACK**

**THIS PORTION MUST BE NOTARIZED AND SIGNED**

STATE OF LOUISIANA, PARISH OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, HEREBY APPLY TO THE STATE PLUMBING BOARD OF LOUISIANA FOR A MASTER NATURAL GAS FITTER LICENSE AS INDICATED BY COMPLETING THE REQUIRED APPLICATION. I AGREE TO ABIDE BY LOUSIANA PLUMBING LAW AND RULES AND REGULATIONS OF THE BOARD, PAY ALL THE NECESSARY FEES AND SUBMIT INSURANCE CERTIFICATES TIMELY AS REQUIRED IN THE REGULATIONS. I CERTIFY THAT THE INFORMATION SUBMITTED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

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

APPLICANT’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WITNESS NO. 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WITNESS NO. 2: \_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME, THIS \_\_\_\_\_\_\_\_\_DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_\_\_\_\_

SIGNATURE OF NOTARY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NOTARY SEAL

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



11304 CLOVERLAND AVENUE

BATON ROUGE, LOUISIANA 70809

PHONE: (225) 756-3434 ⬝ FAX: (225) 756-3433

WWW.SPBLA.COM

**MASTER NATURAL GAS FITTER CANDIDATE BULLETIN**

**PLEASE READ COMPLETELY**

**ABOUT NITC**

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/Steam fitting, 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 regarding membership in any trade, association, union, etc., and is in compliance with all US Federal and State ADA regulations.

**WHAT IS A MASTER NATURAL GAS FITTER LICENSE?**

A Master Natural Gas Fitter is a person who possess the necessary qualifications and knowledge to plan and lay out natural gas systems, supervises gas fitters in the installation, alteration, and/or repair of natural gas systems and is licensed as such by the State Plumbing Board of Louisiana.

EXAMINATION 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 that must be submitted no later than 30 days prior to the scheduled date of the examination. Applications and information regarding eligibility requirements, fees and examination dates are provided by the Licensing Board. To qualify for examination, an applicant for master natural gas fitter examination shall have a current natural gas fitter license issued by the board or, hold the state Licensing Board for Contractors mechanical work (statewide) license or the applicant shall possess a current license issued by the Professional Engineering and Land Surveying Board certifying or registering him as a professional engineer. If you are applying with either a Mechanical License OR an Engineering License, please provide a copy of the license or certificate. The examinations are scheduled for: **FEBRUARY, MAY, AUGUST and NOVEMBER.** The Journeyman Plumber examinations are conducted at the State Plumbing Board of Louisiana’s testing facility in Baton Rouge, Louisiana at 11304 Cloverland Ave. Baton Rouge, LA. 70809.

**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 from the receipt of the examination score.

**ADMISSION TO THE EXAMINATION**

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 into the examination. If your Admission Letter is lost, or you do not receive an Admission Letter at least two (2) weeks 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 (30) days’ advance notice is required for all considerations.

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

1. **ADMISSION LETTER** (Will be mailed to you approximately ten (10) days prior to the examination)
2. **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. **INTERNATIONAL FUEL GAS CODE (IFGC) 2012 EDITION** (You may highlight or tag chapters **ONLY**)

Free Viewable Code: <https://codes.iccsafe.org/public/document/toc/354/>

Purchase from ICC: https://shop.iccsafe.org/2012-international-fuel-gas-code-1.html

1. **NASCLA Guide to Business, Law and Project Management, Louisiana Master Plumbers, 1ST Edition**

https://nascla.site-ym.com/store/ViewProduct.aspx?id=7547430

1. A silent, nonprinting calculator
2. Two, #2 pencils

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

No loose pages, note pads, sticky notes, 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 - 120 QUESTIONS, 5 HOURS**

Examinations are based on the following content areas. Next to each subject heading is the approximate number of questions and the percent the questions make-up in the subject area.

|  |  |  |
| --- | --- | --- |
| **Number of Questions** | **Percentage of Examination** | **Subject** |
|  |  | Part 1 |
| 35 | 43% | System Design and Performance Code Knowledge - SDP |
| 20 | 25% | Product Installation Code Knowledge - PI |
| 18 | 23% | Fuel Gas and Mechanical Appliance Code and Trade Knowledge - FGM |
| 5 | 6% | Testing, Inspection, Recording, and System Components Knowledge - T |
| 2 | 3% | General Health and Safety Knowledge - HS |
| 80 | 100% | Total Questions on Part 1 Examination |
|  |  | Part 2 |
| 36 | 90% | Contracts, Regulations, Business Operations - CRB |
| 4 | 10% | General Knowledge - GK |
| 40 | 100% | Total Questions on Part 2 Examination |
|  |  |  |
| 120 | 120 | Total Questions on Master Gasfitter Examination |