

**BOARD OF EXAMINING PLUMBERS
CITY OF MIDDLETOWN
16 JAMES STREET
MIDDLETOWN, NEW YORK 10940**

March 31,2017

REQUIREMENTS FOR MASTER PLUMBERS EXAM

1. APPLICATION PROCEDURE

- a. Persons applying for examination for Certificates of Competency to engage in the business of Master or employing Plumber shall, prior to be examined, file with the Board an application on the enclosed form and shall furnish to the Board such information as it may require concerning the applicant's fitness and qualifications to receive a certificate as noted above. All applications must be signed under oath and are to be notarized.
- b. Each applicant shall be required to furnish two (2) vouchers. One shall appear before the Board and sign under oath as to the qualifications and employment duration and duties of the applicant. If this individual is unable to attend the interview, a signed and notarized statement along with the current phone number for verification purposes is acceptable. Said voucher for the applicant, at the time of signing application must be lawfully engaged in the plumbing business in the City of Middletown or in any City in New York State requiring master licensed plumbers. The second voucher shall be from a qualified member of the community ascertaining the applicant's status and worthiness in the community and vouch for the applicant's integrity.
- c. The Board shall refuse to receive an application from any person who at the time of making application may be unlawfully engaged in the business as a master or employing plumber.

2. REQUIREMENTS.

- a. No person shall be examined unless they shall have had the experience of a minimum of five (5) years as an apprentice and five (5) years as a journeyman plumber, and is able to furnish satisfactory evidence to such fact. The applicant must furnish satisfactory evidence of such fact. The Board will accept a current Social Security statement of income for those years to prove the applicant was paid apprenticeship wages for the first 5 years and journeyman wages for the next 5 years. W-2's are also acceptable. A voucher or statement of any kind other than outlined above is not acceptable or required.
- b. No application will be received from any person who is not a lawful citizen of the United States of America.

3. EXAMINATION: PRACTICAL AND WRITTEN.

- a. The examinations of the Board shall be in two (2) parts; namely, a practical test to determine the applicant's skill sets and knowledge as a journeyman plumber, and a written examination to test the working knowledge of the applicant for Master Plumber applications. The written examination shall consist of questions and plans along with design drawings and theory. This an all-inclusive test. It is to determine the fitness and qualifications of the applicant to engage in the business of Master / Employing Plumber.
- b. All examinations shall be performed and written by the applicant in English.
- c. The time and place of the examination shall be at the discretion of the Board. Exams are given in the months of November and May. Application must be received three (3) months prior to the exam for review of the Board. {ie. Applications received prior to the Board meeting in September are reviewed and if corrections are required, the application is mailed back to the applicant for resubmittal prior to the October meeting. If all requirements are met and the application is approved, the applicant is sent a written notice for the November testing dates.} It is advisable to schedule and appear personally before the Board at the time the application is submitted to speed the application process. Please advise the Board in writing as to your intent for a personal appearance.

4. ELIGIBILITY FOR CERTIFICATE OF COMPETENCY

- a. Persons who pass the tests as prescribed by the Board shall be eligible to receive a Certificate of Competency as a Master or Employing Plumber as issued from the Board of Examining Plumbers. The Plumbing License is issued by the City of Middletown after the yearly fee (\$200.00) is paid and proof of 51% ownership (or greater) of the company is provided along with current certificates of insurance for auto, general liability, worker compensation and disability.

5. FAILURE TO PASS THE EXAMINATIONS.

- a. An applicant who fails in the practical and or written examination shall not be eligible for a second test until the next examination date.
- b. If the applicant successfully passes the written or practical portion of the exam they will be excluded from the requirement of retaking the passed portion as long as the failed portion is retaken at the next test date. If the applicant fails to pass the test on the next test date, both portions will have to be retaken. If upon failure of the test for the second time, a waiting period of one (1) year from the date of the second failure must be observed and a complete new application must be submitted.

6. TIME LIMITATIONS.

- a. All applications will expire and be canceled with no fees returned if the applicant fails to appear at the prescribed date and place of examination.
- b. A new application and fee(s) will be charged for the next examination.

7. APPLICATION FEES.

- a. Each applicant for examination shall pay the sum of \$100.00 at the time of making their application. There will be a separate fee of \$400.00 for the cost of giving the exam. This testing fee will be payable once the applicant has been approved for testing by the Board. If the applicant has paid the associated fees for application and testing and upon failing either one or both portions of the exam, an additional \$500.00 fee will be charged for retesting.
- b. The monies are to be paid by check or money order made payable to the City of Middletown.

8. INFORMATION FOR APPLICANTS.

- a. The Board will receive applicants, their vouchers and completed applications between 4:30 and 5:00 PM on the prescribed meeting dates. This date and the meeting location may be obtained by calling City Hall DPW offices at 845-343-3169 or checking the City's web site (www.middletown-ny/government/board-of-exmining-plumbers.html) or in writing to Department of Public works, 16 James Street, Middletown, NY. 10940, Attn: Board of Examining Plumbers
- b. Persons who cannot read and write English will not be permitted to make application.
- c. If the applicant is currently a master or employing plumber in another municipality within New York State, the applicant should include a verifiable copy of that registration. Proof of holding other licenses does not automatically qualify you for the City of Middletown test and license. It only gives a general indication to the Board of your possible qualifications.
- d. All pertinent communications with the Board should be in writing to avoid confusion and conflicts. The Board will respond in kind upon review at the Board meetings.
- e. The Board of Examining Plumbers does not discriminate as to age, race, country of origin.
- f. Once your application is approved you will be advised in writing as to the next test date. The applicant is responsible for supplying all test materials, tools, safety equipment, drawing supplies and miscellaneous sundries. The exact material required will be supplied in writing in the scheduling letter.

With any questions or concerns please contact the Board of Examining Plumbers at: City of Middletown, Department of Public Works, 16 James Street, Middletown, NY 10940, Attn: Board of Examining Plumbers.

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Revised from 10-15-2005 on 04-04-17

City of Middletown

Board of Examining Plumbers

Application Procedures for Master Plumbers Exam-Certificate of Competency