

# STATE BOARD OF EXAMINERS OF PLUMBING, HEATING, & FIRE SPRINKLER CONTRACTORS



## APPLICATION PACKET FOR PERSONS APPLYING FOR PLUMBING, HEATING OR FUEL PIPING CONTRACTOR LICENSE BY EXAMINATION

All applicants for examination must have all necessary current North Carolina State Building Code books, a current Laws & Rules book issued by the Board (G.S. Chapter 87, Article 2 and 21 North Carolina Administrative Code Chapter 50) and a current North Carolina Business and Project Management for Contractors book (Plumbing, Heating and Fire Sprinkler Contractors' Edition) issued by the Board at the time the applicant submits the attached application form for examination.

By returning this application for approval, the applicant is stating he/she has all the required books and is prepared to test.

**Read all of the following information carefully. It is extremely important that you follow instructions. Failure to follow the instructions can result in the return of your application or a delay in processing.**

This information is provided to help you submit a complete application package, which should include a completed Form 1, Form 1-A, Form 1-B and/or Form 1-C, additional information as specified on form 1-B and/or 1-C (W2, 1099, etc.), a Certified Background criminal background report, and a check or money order.

**Incomplete applications will be returned. - Exam fee is non-refundable. - Please do not send cash.**

If you would like confirmation that your application was received in our office, you should use a mailing or shipping service which provides delivery confirmation. We receive a high volume of applications and the review and approval process may take up to four weeks. Please do not call or email the office to confirm receipt or to check the status of your application, as this takes valuable time for our staff to investigate and respond, and slows the process down for everyone.

If our staff needs additional information, you will be asked to provide it. If your application is approved, you will be notified and will receive instructions for scheduling your exam with the third-party exam provider, PSI.

A completed application packet, background criminal record check, and experience forms verified by our staff must be received, reviewed, and approved by staff before you will be qualified to sit for the examination.

All applicants are required to utilize “CastleBranch.com” to obtain a nationwide criminal background record report. Instructions for ordering the report are included in this application. Applicants are required to pay the reporting service for the cost of the report. You must include a printed copy of the report with your application.

Answering falsely or submitting an inaccurate criminal record report can be considered fraud or deceit in obtaining a license and could lead to the denial of your application as well as prosecution under G.S. 87-23 and G.S. 87-25.

Mail completed application packet and check or money order for examination fee to:

**State Board of Examiners of Plumbing,  
Heating and Fire Sprinkler Contractors  
1109 Dresser Court  
Raleigh, NC 27609-7302**

### **License Definitions**

The following license definitions will allow you to determine the group and class of license that you wish to apply for:

**Plumbing** is hereby defined to be the system of the system of pipes, fixtures, apparatus and appurtenances, installed upon the premises, or in a building, to supply water thereto and to convey sewage or other waste there from. Includes fuel piping qualifications. (Class I or II available – see below)

**Heating, Group 1** shall be deemed and held to be the heating system of a building, which requires the use of high or low pressure steam, vapor or hot water, including all piping, ducts, and mechanical equipment appurtenant thereto, within, adjacent to or connected with a building, for comfort heating. Includes fuel piping qualifications. (Class I or II available – see below)

**Heating, Group 2** means an integral system for heating or cooling a building consisting of an assemblage of interacting components producing conditioned air to raise or lower the temperature and having a mechanical refrigeration capacity in excess of fifteen tons, and which circulates air. Systems installed in single-family residences are included under heating group number three, regardless of size. Includes fuel piping qualifications. (No class designation)

**Heating, Group 3** shall be deemed and held to be a direct heating or cooling system of a building that raises or lowers the temperature of the space within the building for the purpose of comfort in which electric heating elements or products of combustion exchange heat either directly with the building supply air or indirectly through a heat exchanger using an air distribution system of ducts and having a mechanical refrigeration capacity of 15 tons or less. Note: All single-family detached residential systems are included in this group, regardless of total refrigeration capacity. Includes fuel piping qualifications. (Class I or II available – see below)

**Fuel Piping**, for use by persons who do not possess the required Class I or Class II plumbing or heating license, but desire to engage in the contracting or installing of fuel piping extending from an approved fuel source at or near the premises, which piping is used or may be used to supply fuel to any systems, equipment, or appliances located inside the premises.

**Class I** is required for licensed work in residential, commercial, industrial and institutional buildings.

**Class II** allows work in single family detached residential dwellings only.

### **Additional Information in Establishing Experience Requirements**

**Plumbing, Heating & Air Conditioning:** Applicants for plumbing or heating examination shall present evidence at the time of application to establish two years of full-time experience in the installation, maintenance, service or repair of plumbing or heating systems related to the category for which a license is sought whether or not a license was required for the work performed.

**Fuel Piping:** Applicants for fuel piping examination shall present evidence at the time of application to establish one year of experience in the installation, maintenance, service or repair of the fuel piping, whether a license was required for the work performed.

### **Experience Notes:**

1. Up to one-half of the experience may be in academic or technical training related to the field of endeavor for which examination is requested. An official sealed transcript from the educational institution must be included with application. The Board shall prorate part-time work of less than 40 hours per week or part-time academic work of less than 15 semester or quarter hours.
2. An H-3-I licensee can receive up to 50% credit toward the experience requirement when submitting an H-2 application, and an H-2 licensee can receive up to 50% credit toward the experience requirement when submitting an H-3 application.
3. Other experience – The Board may approve other experience that it finds to be equivalent or similar.
4. If experience being claimed was obtained under one or more licensees or employers, the appropriate employment verification form (1-B or 1-C) must be completed, signed and notarized by each licensee or employer, and must be supported by employment records (W2s or 1099s). If experience was obtained under a licensee of a specific qualification, then that licensee shall be the person to verify the experience.
5. Self-employed applicants who are unable to obtain the required experience verification forms from employers will be required to provide documentation as deemed sufficient by the Board to demonstrate the required experience. This will include six (6) sworn statements from customers stating the location and type of work performed, submitted on the Customer Affidavit available on the Forms page of the website. Additional documentation may be required to establish the minimum required experience.
6. Self-employed applicants who are unable to provide the required W2s and/or 1099s are required to provide copies of the financial statements of the individual's business and/or federal tax returns.

### **Reference Materials**

Applicants are required to purchase the exam reference materials needed to prepare for, and take, the exams. The required materials are listed on the Book Reference List, available on the Exam Information page of the Board's website.

Applicants should read pages 3-5 of the Book Reference List for important information regarding the exam reference materials. Applicants who appear at the testing center with unapproved reference materials will not be allowed to take the materials into the exam. It is strongly suggested that applicants order the materials before beginning the application process. By submitting the application, the applicant is stating that he/she has all required reference materials and is prepared to take the exam.

**Examination Location:**

Applicants who reside in North Carolina may choose from 7 testing center locations when scheduling the exam. (Asheville, Charlotte, Winston-Salem, Raleigh, Fayetteville, Greenville or Wilmington)

Applicants who reside in other states may take the exams in their home state if there is a PSI Testing Center there. If you wish to test in a state other than North Carolina, you must indicate it below.

Instructions for locating testing centers are on the Exam Information page of the Board's website.

Visit [www.nclicensing.org](http://www.nclicensing.org).

Click on the Exam Information tab.

Click on Find a PSI Testing Center.

Follow the instructions provided.

If you identify a PSI testing center that you wish to test at, please enter the state where it is located on Form 1 of this application.

**Activation and Issuance of License:**

After receiving notification of a passing grade, you must submit the completed License Activation form and payment within 45 days in order to activate the license. The License Activation form is on the Forms page of the website. If you do not activate the license within 45 days following notification of a passing grade, you will be required to pay the examination fee and take the examination again.

The license is issued in the name of the individual who has earned the qualification. If using the license to engage in contracting, the licensee must list the license in the name of the business or firm that he/she is qualifying. This requires the completion and submission of a Trade Name Change (TNC) form to the Board's office. If submitted with the License Activation form, the \$25.00 processing fee for the TNC will be waived. If submitted after the license is activated, the fee will apply. If the license is to be listed as a sub-licensee, the same applies to the Add-Sublicensee form.

**Out of State Corporations or LLCs who wish to operate in North Carolina.**

The North Carolina Secretary of State (NC SOS) regards any corporation or LLC organized in another state as a "foreign corporation", and requires that the organization apply for a Certificate of Authorization in order to engage in business in North Carolina. The organization must have a NC SOS Identification Number prior to submitting a TNC and must include the required documents as specified on the TNC.

**Application Checklist:** Please make sure that you are including all the following in your application package:

- W-2s or 1099s
- Printed copy of Criminal Background check from Castlebranch
- Form 1-B and/or 1-C, including the total number of hours and percentage performing specified tasks
- Form 1-B and/or 1-C for each qualification being applied for, using a separate form for each qualification.
- Included a check or money order for \$100 (**not cash**) for each exam requested.
- Confirmed that all signatures are included and that those requiring a notary seal have been properly notarized.
- Statement(s) describing any criminal charges, convictions, incarcerations, paroles, probations, etc.
- I have all of the reference materials listed in the Book Reference List and I am prepared to take the exams.

**STATE BOARD OF EXAMINERS OF PLUMBING,  
HEATING & FIRE SPRINKLER CONTRACTORS  
APPLICATION FOR EXAMINATION**

Please *print* legibly in black ink or type (Applications must include full name and not an initial). Full Name:

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address: (required) Street/PO Box \_\_\_\_\_ Work Address: Street/PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Physical Address: \_\_\_\_\_  
Street City State Zip

**Examination Schedule and Fees** – Indicate which examination you wish to take (confirm the appropriate class and group desired in General Statutes Chapter 87, Article 2 : Class II for single family detached residential dwellings and Class I for commercial, residential, industrial and institutional buildings).

**Mark desired examination(s):**

- |   |   |
|---|---|
| <input type="checkbox"/> Plumbing, Class I          | <input type="checkbox"/> Heating, Group 2           |
| <input type="checkbox"/> Plumbing, Class II         | <input type="checkbox"/> Heating, Group 3, Class I  |
| <input type="checkbox"/> Heating, Group 1, Class I  | <input type="checkbox"/> Heating, Group 3, Class II |
| <input type="checkbox"/> Heating, Group 1, Class II | <input type="checkbox"/> Fuel Piping                |

**COST: A check or money order for \$100.00 for each exam must be sent with application, and is non-refundable.**

Complete if you hold, or have held, a license issued by this Board: License Number \_\_\_\_\_ Qualification(s) \_\_\_\_\_

Applicants who fail the business portion of an H1-I, H2, H3-I or P-I only, but pass the technical portion of the exam may request a Technician license based on passage of the technical portion of the exam.

This does not apply to the H1-II, H3-II or P-II exam, as technicians must be tested on Class I material.

Do you wish to use the passed technical portion of the exam to obtain the Technician license? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you wish to take the exam outside of North Carolina, please indicate the State: \_\_\_\_\_

**Applicant's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Applicants who hold an active Plumbing, Heating or Fuel Piping Technician license obtained by examination may obtain the Plumbing, Heating or Fuel Piping Contractor license in the same category by passage of only the business portion of the exam.

**Applicant’s Criminal Record Information**

Have you ever been charged or convicted of a crime (excluding minor traffic violations)?  
Check one: Yes \_\_\_ No \_\_\_ If yes, explain the occurrence(s) on a separate sheet of paper.

Are you presently serving or have you completed any period of incarceration, probation or parole for any misdemeanor or felony?  
Check one: Yes \_\_\_ No \_\_\_ If yes, explain the occurrence(s) on a separate sheet of paper.

**Authorization for Records Check**

All applicants are required to utilize “CastleBranch.com” to obtain a nationwide criminal record report and must attach a paper copy of the background report to this application (instructions attached to this application). Applicants are required to pay the reporting service for the cost of the report. In making this application to the State Board of Examiners of Plumbing, Heating, & Fire Sprinkler Contractors for a license under the provisions of Chapter 87 of the General Statutes of North Carolina and the Rules of the State Board of Examiners, I swear (or affirm) that I am the applicant named herein and that all information provided in connection with this application is true to the best of my knowledge and belief.

Applicant’s signature \_\_\_\_\_ Date \_\_\_\_\_

**You must obtain a Criminal Background Report from CastleBranch.com**

CastleBranch.com is a service that allows applicants to order and purchase their own background check directly online. The results of your background check are posted to the CastleBranch.com website in a secure, tamperproof environment. You can view the background check anytime, anywhere online with your secure password. The background check we perform is based on guidelines provided by your organization, so you know you'll get the information you need, all from one source.

To order your background check from CastleBranch.com, please follow the instructions below.

- 1. [Go to www.CastleBranch.com](http://www.CastleBranch.com)
- 2. In the Place Order Box, enter package code: **ST46**
- 3. Enter Personal Information
- 4. Select a method of payment: Visa, Master Card or money order.

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 24-72 hours. Once your background check is complete you will be able to view, download and print your background check results.

You must print all pages of your certified back ground check and include them with your application

If you have questions regarding your report, you should contact CastleBranch directly.

www.CastleBranch.com  
Phone: (888)666-7788  
info@castlebranch.com

On this application, the Board asks questions about a license applicant's criminal history. In addition to the questions on this application, the Board may conduct a formal criminal or disciplinary history check. Answering "yes" to any of these questions or having a conviction, disciplinary or adverse employment action is not automatically a basis for denial of licensure.

When an applicant has a criminal conviction, the Board will consider:

- (1) The level and seriousness of the crime.
- (2) The date of the crime.
- (3) The age of the person at the time of the crime.
- (4) The circumstances surrounding the commission of the crime, if known.
- (5) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
- (6) The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
- (6a) The completion of, or active participation in, rehabilitative drug or alcohol treatment.
- (6b) A Certificate of Relief granted pursuant to North Carolina Gen. Stat. § 15A-173.2.
- (7) The subsequent commission of a crime by the applicant.
- (8) Any affidavits or other written documents, including character references.

If Board staff is unable to approve an application, the applicant has the right to request to have that application heard by the members of the Board. Any such request should be submitted in writing to the Board's Executive Director. The Board will conduct that hearing pursuant to the North Carolina Administrative Procedure Act and the Board's own hearing rules. As a result of the evidence presented at that hearing and considering the considerations outlined above, the Board may refuse to grant or may condition a license if it finds any of the grounds for doing so under North Carolina Gen. Stat. § 90-85.38(a).

If the applicant wishes to appeal the Board's final decision, the applicant may seek review of the decision by filing a petition for judicial review in the Superior Court pursuant to Article 4 of the Administrative Procedure Act, North Carolina Gen. Stat. § 150B-43 *et seq.*

**CURRENT/ PAST NORTH CAROLINA LICENSED EMPLOYER STATEMENT**

**NOTE TO LICENSEE VERIFYING EXPERIENCE:** Upon request of the applicant, you must complete this form to the extent of your knowledge. An unjustified refusal to sign appropriately documented forms provided by the applicant may lead to an appearance before the Board’s Review Committee and/or a Formal Hearing of the Board.

As a licensee of this Board, you shall only verify actual experience (number of hours and duties) that this applicant received while working under your license and direct supervision. If you verify experience that was not performed while the applicant was working under your license and direct supervision, or if you verify experience outside the classification of experience obtained while the applicant was working under your license and direct supervision, you the licensee, will be subject to disciplinary action up to and including revocation of your license per G.S. 87-23. In addition, you can also be prosecuted under G.S. 87-25 for giving false or forged evidence to the Board in obtaining a license, punishable as a Class II misdemeanor. An applicant may make copies of this form for use in documenting additional experience with other licensees in order to fully and completely document the required minimum hours of experience. **Employment records (W2s and/or 1099s) supporting this verification must be included with the application. The license holder verifying experience must hold the qualification being sought.**

This is to certify that (applicant’s full name) \_\_\_\_\_ performed design, installation, service or repair work while under my license and direct supervision as described below in the classification circled. (I have verified only the experience applicable to the field for which examination is requested.)

(Circle **only one** examination that applies to the documented experience and qualifications of the applicant.)

- |                  |                          |                           |                           |
|------------------|--------------------------|---------------------------|---------------------------|
| Plumbing Class I | Plumbing Class II        | Heating Group 1 Class I   | Heating Group 1, Class II |
| Heating Group 2  | Heating Group 3, Class I | Heating Group 3, Class II | Fuel Piping               |

Employment Dates – Start date: \_\_\_\_\_ End date (or still employed): \_\_\_\_\_

Document below the specific and detailed *hands on* experience this applicant acquired while working for your firm pertaining to the qualification circled above only.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total number of hours employed by your firm performing installation, maintenance, service or repair: \_\_\_\_\_ hours

Percent of the above listed experience (being confirmed) performing service or repair: \_\_\_\_\_ %

Percent of the above listed experience (being confirmed) performing installation and design: \_\_\_\_\_ %

\_\_\_\_\_  
Print – Licensee’s Name Confirming Experience      License #      Company Name (if applicable)

\_\_\_\_\_  
Signature of Licensee Confirming Experience      Date

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

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

\_\_\_\_\_  
NOTARY PUBLIC      (Signature and printed name)

(SEAL)

MY COMMISSION EXPIRES \_\_\_\_\_



**APPLICANT EMPLOYMENT HISTORY**

This form is not required to be completed if a licensee of this Board has completed, signed and had notarized Form 1-B (attached) verifying the minimum hours of experience required by law. If a licensee of this Board does not complete Form 1-B to cover all of the required experience hours, then the applicant must complete this form and **attach W-2's and / or 1099's to verify experience**. In completing this form, please document a thorough and concise employment history for the specific type of license(s) you are seeking to obtain. You may make photocopies of this form in order to list all of your past employment history that applies. If you have been self-employed, please document this information on this form as well and provide copies of your tax returns for applicable years.

This is to certify that (applicant's full name) \_\_\_\_\_ performed design, installation, service or repair work as described below in the classification circled. (I have verified only the experience applicable to the field for which examination is requested.)

(Circle **only one** examination that applies to the documented experience and qualifications of the applicant.)

- |                  |                          |                           |                           |
|------------------|--------------------------|---------------------------|---------------------------|
| Plumbing Class I | Plumbing Class II        | Heating Group 1 Class I   | Heating Group 1, Class II |
| Heating Group 2  | Heating Group 3, Class I | Heating Group 3, Class II | Fuel Piping               |

Employment Dates – Start date: \_\_\_\_\_ End date (or still employed): \_\_\_\_\_

Document below the specific and detailed *hands on* experience this applicant acquired while working for your firm pertaining to the qualification circled above only.

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Total number of hours employed by your firm performing installation, maintenance, service or repair: \_\_\_\_\_ hours

Percent of the above listed experience (being confirmed) performing service or repair: \_\_\_\_\_ %

Percent of the above listed experience (being confirmed) performing installation and design: \_\_\_\_\_ %

\_\_\_\_\_  
Print – Individual Confirming Experience

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Signature of Individual Confirming Experience

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

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

\_\_\_\_\_  
NOTARY PUBLIC (Signature and printed name)

SEAL

MY COMMISSION EXPIRES \_\_\_\_\_



# State Board of Examiners of Plumbing, Heating & Fire Sprinkler Contractors

1109 Dresser Court - Raleigh, NC 27609-7302

Phone: 919-875-3612 - Fax: 919-875-3616

[www.nclicensing.org](http://www.nclicensing.org)

## BOOK ORDER FORM

Name: \_\_\_\_\_ License #: \_\_\_\_\_  
(If Applicable)

Company Name: \_\_\_\_\_

Ship To: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Email: \_\_\_\_\_

| BOOKS  | Qty | Price<br>(tax included) | Subtotal | Shipping/Handling     | Total |
|--|-----|-------------------------|----------|-----------------------|-------|
| Board Laws and Rules ( <b>ONLY</b> )   |     | X \$10.73               |          | + 4.27<br>(per book)  |       |
| Business & Project Management for<br>Contractors - 5 <sup>th</sup> Edition ( <b>ONLY</b> ) |     | X \$58.98               |          | +\$6.02<br>(per book) |       |
| Complete Set – Includes Both Books   |     | X \$69.71               |          | +\$7.29<br>(per set)  |       |
| <b>ORDER TOTAL</b>   |     |                         |          |                       |       |

**ALL BOOK SALES ARE FINAL  
NO RETURNS - NO REFUNDS - NO EXCHANGES - NO EXCEPTIONS**

Mail completed form with payment made out to "State Board of Examiners" to:

*State Board of Examiners  
1109 Dresser Court  
Raleigh, NC 27609-7302*

**Please Allow 5-7 Business Days to Receive Order**

**THANK YOU FOR YOUR BUSINESS**