

FOR DCAS USE ONLY			
QExaminer's Initials	NQ		
Date:/	Date:/		

THE CITY OF NEW YORK DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES HUMAN CAPITAL - APPLICATION UNIT

ONE CENTRE STREET / 14TH FLOOR NEW YORK, NEW YORK 10007 INTERNET ADDRESS: <u>www.nyc.gov/dcas</u> Automated Telephone: (212) 669-1357

APPLICATION FOR LICENSE EXAMINATION MASTER PLUMBER

Before filling out this Application For License Examination, read the requirements and the General Regulations For License Examinations. **PRINT** or **TYPE** the information requested fully and accurately, giving exact names, dates, and addresses. PLEASE NOTE THAT EFFECTIVE JULY 1, 2008 THE QUALIFICATION REQUIREMENTS HAVE CHANGED (Local Law No. 33 of 2007)

FEE: \$ 275.00

INSTRUCTIONS FOR FILING APPLICATION

APPLICATIONS MUST BE PROPERLY FILLED OUT, SIGNED, AND FILED **BY MAIL ONLY** TO DCAS APPLICATION UNIT, 1 CENTRE STREET, 14TH FLOOR, NEW YORK, NEW YORK 10007. THE REQUIRED FEE BY **MONEY ORDER ONLY** MADE PAYABLE TO **DCAS (EXAMS)** MUST ACCOMPANY THE APPLICATION. **CHECKS AND CASH WILL <u>NOT</u> BE ACCEPTED**. RETAIN YOUR MONEY ORDER RECEIPT AS PROOF OF FILING. THE EXAMINATION NUMBER AND THE SOCIAL SECURITY NUMBER OF THE CANDIDATE MUST BE WRITTEN ON THE FRONT OF THE MONEY ORDER.

Included in this material is a voter registration form. If you take this opportunity to register to vote, please mail postage-paid form directly to the Board of Elections. The provision of government services is not conditioned on being registered to vote.

EXAM NO.:	SOCIAL SECURITY NUMBER:	DATE OF BIRTH*: (see below)
	(Check your card before entering your number)	Month Day Year
LAST NAME (include Suffix: Jr/Sr/III, etc.)	FIRST NAME	ΜI
MAILING ADDRESS (include Street/Avenue/	Blyd/Road. etc.)	APT NO.
(include below if applicable: C/O, PH, Floor, etc.)		
(include below if applicable: C/O, F11, F1001, etc.)		
CITY OR TOWN	STATE	ZIP CODE + FOUR
IF YOU LIVE IN NYC, CHECK THE B	OROUGH: DAYTIME TELEPHONE N	JIIMRED (include many day)
if 100 live in N1C, check the b	OROUGH: DATTIVE TELEPHONE N	(include area code)
OManhattan OBronx OBrooklyn OQu	eens OStaten Island -	Ext
IF YOU HAVE A BACHELOR'S DEGREE IN ENTRE STATE DEPARTMENT OF EDUCATION F	NGINEERING OR ENGINEERING TECHNOLOGY FROM A C	OLLEGE OR UNIVERSITY REGISTERED BY
1. NAME AND ADDRESS OF SCHOOL:		
2. DATES ATTENDED:	3. DATI	E OF GRADUATION:/
4. EXACT TITLE OF YOUR DEGREE:		
	declare under penalties of the Penal Law, that the statements co I have not knowingly and willfully made a false statement or	
SIGNATURE:		

*Discrimination on the basis of race, color, national origin, alienage or citizenship status, religion or creed, gender (including gender identity), disability, age, military status, prior record of arrest or conviction, marital status, partnership status, predisposing genetic characteristic, sexual orientation, or status as a victim or witness of domestic violence, sexual offences and stalking is prohibited by law.

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FROM: MO/DAY/YR TO: MO/D	NAME OF YOUR IMMEDIATE SUPERVISOR
FROM: MO/DAY/YR TO: MO/D	NAME OF YOUR IMMEDIATE SUPERVISOR
	EMPLOYER'S NAME, ADDRESS AND TELEPHONE NO.:
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APPLICATION FOR LICENSE EXAMINATION –MASTER PLUMBER

Your Social Security Number: ___ - _

Page 2

Exam Number: ___ _

KEEP THIS PAGE FOR YOUR RECORDS. <u>DO NOT</u> RETURN WITH COMPLETED LICENSE APPLICATION.

APPLICATION FOR LICENSE EXAMINATION MASTER PLUMBER

(Local Law No. 33 of 2007 as Amended)

READ CAREFULLY BEFORE FILLING OUT APPLICATION ON ATTACHED SHEET

This is NOT an application for a City position. It is an application for an examination for a license, and possession of the license qualifies the holder for private practice in the field. Names of successful candidates in the license examination will be submitted to the New York City Department of Buildings for further investigation and consideration for issuance of the license. Persons who are successful in passing the examination must file an application for the license with the Department of Buildings. Before the license is issued by the Department of Buildings, the candidate will be required to produce satisfactory evidence of Worker's Compensation Insurance, disability insurance and general liability insurance and shall at the time of issuance of the license and during the life thereof, have an established place of business within the City of New York.

Print or **Type** the requested information fully and accurately, giving exact names, dates and addresses. Any false statement may result in disqualification.

APPLICATIONS: Issued during the filing period, during the normal hours of business of the Human Capital - Application Unit, and are available in the Application Center at 2 Lafayette Street, 17th Floor, New York, New York 10007 and at 210 Joralemon Street, 4th Floor, 11201 locations. Applications are online **DCAS** Brooklyn. also available at the website http://www.nyc.gov/html/dcas/html/employment/license.shtml. Completed applications must be postmarked no later than the last date of the filing period and mailed to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, New York 10007.

The General Regulations for License Examinations of the New York City Department of Citywide Administrative Services apply to all license or certification examinations given by the Human Capital, and are available in the Application Center at 2 Lafayette Street, 17th Floor, New York, New York 10007 and at 210 Joralemon Street, 4th Floor, Brooklyn, NY 11201 locations. Applicants must consult the General Regulations for License Examinations and the specific information contained in this Application for License Examination, and shall be responsible for knowledge of their contents. Keep a copy of all pages of this Application for License Examination for your records.

REQUIREMENTS: Applicants must meet the following qualification requirements at the time of applying for this examination:

- 1. Be at least 18 years of age; and
- 2. Be able to read and write the English language; and
- 3a. Has had at least seven years' experience* (attach a copy of your W-2 form for each of the required years of experience listed on the application) within the last 10 years preceding the close of filing for this examination in the design and installation of plumbing systems in the United States, where, at least 2 years of the design and installation experience must have been as a registered journeyman plumber pursuant to Section 28-409 of the NYC Administrative Code; or
- b. Has received a bachelor's degree in engineering or appropriate engineering technology from an accredited college or university registered by the State Department of Education and has had at least five years' prior experience* (attach a copy of your W-2 form for each of the required years of experience listed on the application) within the last 7 years preceding the close of filing for this examination in the design and installation of plumbing systems in the United States, where at least two years of such experience were in New York City; or
- c. Is a registered architect or a professional engineer and has had at least three years' prior experience*(attach a copy of your W-2 form for each of the required years of experience listed on the application) within the last 5 years preceding the close of filing for this examination in the design and installation of plumbing systems in the United States, where at least one year of such experience was in New York City; or
- d. Has had at least seven years of experience (attach a copy of your W-2 form for each of the required years of experience listed on the application) within the last ten years preceding the close of filing for this examination with at least 2 years of such experience* working in the design and installation of plumbing systems in the United States as a registered journeyman plumber pursuant to Section 28-409 of the NYC Administrative Code. The balance of such required experience may be obtained performing maintenance and repairs of plumbing while in the employ of a city agency while under direct and continuing supervision of a licensed master plumber supervisor employed by the city agency; or
- e. An employee of a government agency, private inspection agency or other entity whose duties involve the inspection of plumbing work for compliance with the New York City plumbing code and or law relating to the installation, alteration or repair of plumbing systems shall be credited with fifty percent (50%) of the number of years (attach a copy of your W-2 form for each of the required years of experience listed on the application) employed in such duties within 10 years prior to the close of filing of this examination not to exceed 2 ½ years of experience. The balance of the required 7 years of experience* (attach a copy of your W-2 form for each of the required years of experience listed on the application) must have been obtained working in the design and installation of plumbing systems in the United States.

Applicants who were engaged in plumbing work as described above, prior to entering the armed services of the United States, shall be permitted to credit their time in the service as experience in the plumbing business, but such credit shall not exceed one-third of the required experience.

* To qualify, work experience must have been obtained under the direct and continuing supervision of a tradesperson who is duly authorized to perform such plumbing work in the jurisdiction in which this plumbing work is performed. For example, for plumbing experience obtained in the City of New York to qualify, that plumbing experience will be recognized only if it has been obtained under the direct and continuing supervision of a duly Licensed Master Plumber.

SCOPE OF EXAMINATION: The examination will consist of a written test of the multiple-choice type and a practical test. The written test will appraise candidates' knowledge of the plumbing provisions in the Administrative Code, the reading of plumbing plans, plumbing practice in the City of New York and knowledge of Industrial Code Rule 4, Boilers, issued by the New York State Department of Labor and its provisions regarding low pressure boiler operations. The practical test will be given to those candidates who pass the written test. The practical test will evaluate candidates' skill in the performance of plumbing work. Candidates must attain a score of at least 70% on the written part and a rating of qualified on the practical test to qualify for the license.

FEE: \$275.00 Payment must be by **money order only** made payable to **DCAS** (**EXAMS**) at the time of filing the application for this examination. Checks or cash will not be accepted. Retain your money order receipt as proof of filing. This fee does not include the fee for the issuance of the Master Plumber's License by the Department of Buildings.

This fee shall entitle candidates to one written test and, if a passing mark is obtained, to one practical test. A candidate will be permitted to take three practical tests on the basis of passing one written test provided the application for each additional practical test is filed no later than two years from the date of the written test. The fee of \$220.00 for each additional practical test shall be paid at the time of filing the application.

Refunds will be made only in accordance with Regulation L.5.3 of the General Regulations for License Examinations.

The City of New York
Department of Citywide Administrative Services
Edna Wells Handy, Commissioner