

CERTIFICATION INFORMATION

The application and original letters must be received by Building Development Services on the Friday before the next scheduled meeting

In order to become certified to work in the City of Springfield the following process must be followed.

1. The application provided by the City must be completed.
2. Letters from your present and/or previous employer must state the job responsibilities and duties, as well as the time worked for that employer. The job responsibilities and duties must describe **in detail** the type of work performed by you.
3. If you are/were in business for yourself (self-employed) you must submit letters from the contractors you worked for, and must state the amount of time you worked for them. The job responsibilities and duties must describe **in detail** the type of work performed by you.
4. **ALL LETTERS, SUBMITTED FOR REVIEW, MUST BE ON THE COMPANY LETTERHEAD YOU WORKED FOR OR WITH. THEY MUST BE NOTARIZED. THEY MUST BE ON ORIGINAL LETTERHEAD AND CANNOT BE COPIES.**
5. If you wish to submit other certifications or education experience, for consideration by the Board, they may be copies and not originals.
6. If you have already taken the required Prometric exam for another city, you may submit a copy of your exam score notification, from the examination company, for review by the board. The examination must be the same identical exam as required by the City of Springfield. The application and experience documents outlined above must also be submitted for review. The exam score of your test must meet or exceed the minimum score of 75% as required by the City of Springfield. If approved by the Board you will be able to obtain your certification card the next business day.

<u>Desired Certification</u>	<u>Experience required</u>
Master Electrical	4 years as a certified electrical journeyman Or 10 years of satisfactory electrical experience
Master Mechanical	4 years as a certified mechanical journeyman Or 10 years of satisfactory mechanical experience
Master Plumbing	4 years as a certified plumbing journeyman Or 10 years of satisfactory plumbing experience
Master Gas	4 years as a certified mechanical or plumbing master and 2 years as a certified gas journeyman Or 4 years as a certified gas journeyman
Journeyman Electrical	4 years of electrical experience under the supervision of an electrical master Or 6 years of electrical experience
Journeyman Mechanical	4 years of electrical experience under the supervision of a mechanical master Or 6 years of mechanical experience

Journeyman Plumbing

4 years of plumbing experience under the supervision of a Plumbing master

Or

6 years of plumbing experience

Journeyman Gas

4 years of plumbing or mechanical experience under the supervision of a plumbing or mechanical master

Or

6 years of satisfactory plumbing or mechanical experience

7. The application and letters will be submitted to the Board for review.

8. When you are approved by the board, the City of Springfield will send you a registration form for you to take your test.

9. After taking the test , you will be notified by the testing agency with your test results. If you passed with a score of 75% or better, **bring the notification form to the Department of Building Development Services and the certification card will be issued to you.**

The Board meets the first Thursday of every month, in the Busch Building at 5:30 PM. It is not mandatory that you be present at the meeting, **but we strongly encourage attending**, so that the Board may discuss your application, should questions arise. The entire process of becoming certified takes approximately 2 months from the time of application to the receiving of the test results; if you have not taken the test for another city.

APPLICANT MUST PRESENT PHOTO IDENTIFICATION WHEN APPEARING BEFORE THE BOARD

Your testing fees are \$90.00 and we use an outside testing service; Prometric.

The certification card fee is \$25.00 for Journeyman or \$50.00 for Master.

Please feel free to contact me regarding any questions or concerns you may have.

Thank you,

Merleene Knapton

Merleene Knapton
Executive Secretary
Building Development Services

2012
BOARD MEETING DATES
AND EXAMINATION DATES

**THE BOARD MEETING IS A PUBLIC MEETING THAT
 BEGINS AT 5:30 P.M. IN THE BUSCH BUILDING, FIRST
 FLOOR CONFERENCE ROOM**

<u>Board Meeting Dates</u> (Interviews)	<u>Cutoff Date for Exam</u> (Registration Form)	<u>Exam Dates</u> (Springfield) *
December 1, 2011	December 23, 2010	January 7, 2012
January 5, 2012	January 20, 2012	February 4, 2012
February 2, 2012	February 16, 2012	March 3, 2012
March 1, 2012	March 30, 2012	April 14, 2012
April 5, 2012	April 20, 2012	May 5, 2012
May 3, 2012	May 17, 2012	June 2, 2012
June 7, 2012	July 2, 2012	July 14, 2012
July 5, 2012	July 20, 2012	August 4, 2012
August 2, 2012	August 23, 2012	September 8, 2012
September 6, 2012	September 21, 2012	October 6, 2012
October 4, 2012	October 19, 2012	November 3, 2012
November 1, 2012	November 14, 2012	December 1, 2012
December 6, 2012	TBD	

The *first* step toward certification is turning in your application, by the **Friday morning** before the interview date, to meet with the Building Examination and Certification Board. The *second* step, after your approval by the Board, is to send in your registration form to Prometric by the **“Cutoff Date”** to become registered for the exam. The *last* step is taking your examination and passing with a score of **75% or higher!**

Do Not contact Prometric until you have been approved by the Board to take the exam.

TO CONTACT Prometric:
CALL 1-800-280-3926

* Other locations are available. Contact Prometric at 1-800-280-3926 for additional test site locations

City of Springfield
TRADE CERTIFICATION APPLICATION

APPLICANTS MUST PRESENT A PICTURE I.D. TO BE INTERVIEWED

Be prepared to present proof of your current certifications.

YOUR PROOF OF EXPERIENCE MUST BE ATTACHED TO THIS APPLICATION.
ALL LETTERS OF EXPERIENCE MUST BE NOTARIZED.

Please circle ONLY one: ELECTRICAL MECHANICAL PLUMBING
GAS FITTER

Please circle ONLY one: MASTER or JOURNEYMAN

Please PRINT all replies to the below:

Name: _____ SS#: _____

Address: _____ City/State: _____

Zip Code: _____ Telephone (Home/Office): _____

E-mail Address: _____

Current BTC Number(s) _____

List Trade School, College or Occupational Training _____

If so, where? _____

Course completed: YES _____ NO _____

List certifications held in other jurisdictions _____

Applicant's Signature: _____ Date: _____

SUBMISSION OF FALSE, UNTRUE, OR MISLEADING INFORMATION SHALL
RESULT IN THE TERMINATION OF THE PROCESS BY REJECTION OF THE
APPLICATION.

**APPLICANTS, DO NOT WRITE BELOW. THIS SECTION IS FOR
THE BUILDING TRADES BOARD MEMBERS TO COMPLETE.**

We, the Board, having thoroughly reviewed the applicant and all documentation presented by the applicant do hereby proclaim the applicant:

APPROVED

NOT APPROVED

for the Master / Journeyman Exam.

Reasons: _____

SIGNING FOR THE BOARD:

_____ Date: _____
Chairman - Rory Krueger

Randy Scott

Richard Glenn

Jim McGuire

Harvey Cooper

Jonathan Welsh

Jerry Hackleman

Richard McLain

