

2009 APPLICATION PACKET

Applicant:

The process of becoming certified (licensed) in Springfield is as follows; Springfield does not accept any reciprocals, so the following is how it works.

First we start with an application. Then we need letters from your present and/or previous employer stating job responsibilities and duties for a **minimum of at least 4 years**. If you were in business for yourself, we then need letters from contractors that you have worked with. These letters need the same information (job responsibilities and duties) and they need to cover the 4 year time-frame. Very important that these letters be on their **Company Letterhead** and **Notarized**. Those letters then go with the application and are presented to our Certification Board. They review your application package and then when accepted, I send out a registration form for you to take your test. After taking the test and passing with **75%** or better, you bring those results here to the office and they will issue you your license. I can accept copies of other certifications you might have or school transcripts, but the **letters** need to be **originals**. Our Board meets the first Thursday of every month, in the Busch Building at 5:30. It is not mandatory to be at these meetings, but we always suggest that it is in your best interest to do so, if the Board has questions regarding your application package, you are here to answer. The entire process takes approximately 2 months turn-around time, just an FYI. Our process is time consuming, but for a good reason. We want to make sure we have good qualified people out there keeping the public safe.

Your testing fees are \$80.00 and we use an outside testing service; Prometric. Then your license fee is \$25.00 for Journeyman or \$50.00 for Master. We do not have anything on-line, so we need to fax or mail the application.

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

Thank you,

Merleene Knapton
Executive Secretary
Building Development Services

APPLICANT'S PACKET

EXPERIENCE REQUIREMENTS

APPLICANTS, AS YOU READ OVER THESE REQUIREMENTS KEEP IN MIND THE FOLLOWING:

- **YOUR AFFIDAVIT OF EMPLOYMENT EXPERIENCE MUST BE NOTARIZED – NO EXCEPTIONS**
- **YOUR EMPLOYMENT HISTORY OF EXPERIENCE MUST DETAIL SPECIFICALLY YOUR JOB DUTIES AND THE DATES OF YOUR EMPLOYMENT**
- **THE MASTER OF YOUR COMPANY MUST SIGN YOUR LETTERS. IF THERE IS NO MASTER, THEN INCLUDE A DETAILED REASON WHY (i.e. YOU OWNED YOUR OWN BUSINESS IN A DIFFERENT JURISDICTION THAN SPRINGFIELD THAT DOESN'T REQUIRE CERTIFICATION.)**
- **APPLICANT MUST PRESENT PHOTO IDENTIFICATION WHEN APPEARING BEFORE THE BOARD**

Required Experience for Master Certification: Persons wanting to be certified as a master are required to have at least four years satisfactory experience as a journeyman in the building trade for which certification is sought. Said experience should be under the provisions of one of the Model Codes (BOCA, ICBO, SBC or NFPA). Also submit **original notarized** affidavit of experience, signed by the master of the company the applicant has, or is, working for. **The experience sheet will state the details of your job and the dates you were employed** for the four years that are required by city ordinance for the master test. Persons using experience from a jurisdiction without certification will be interviewed on an individual basis only when sufficient experience records are presented.

Required Experience for Journeyman Certification: Persons wanting to be certified as a journeyman are required to have at least four years of performing work in the building trade for which certification is sought under the supervision of a master. Also submit **original notarized** affidavit of experience that is signed by the master of the company the applicant has, or is, working for. **The experience sheet will state the details of your job and the dates you were employed** for the four years of apprentice experience required by city ordinance for the journeyman test. Persons using experience from a jurisdiction without certification will be interviewed on an individual basis only when sufficient experience records are presented.

IMPORTANT INFORMATION

1. You **MUST** have “experience sheet” filled out from past and present employers attached to your application. Each applicant must present the **NOTARIZED AFFIDAVIT OF EMPLOYMENT EXPERIENCE signed by the MASTER of the company, or the owner of the company and include the specific dates along with job duties and responsibilities while you were employed.**
2. Please attach copies of all present and past certifications you wish the Board to consider for proof of experience. Bring ORIGINAL certificates that may be presented to the Board upon request.
3. Please attach a copy of photo identification to your application.
4. ***You will NOT be reminded of your meeting. You are not required to appear, but it is recommended!***

You are not required to be present for the Board Meeting, however, it may be advisable should the Board have any questions regarding your application.

2009
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 4, 2008		
January 8, 2009	January 15, 2009	January 31, 2009
February 5, 2009	February 12, 2009	February 28, 2009
March 5, 2009	March 13, 2009	March 28, 2009
April 2, 2009	April 10, 2009	April 25, 2009
May 7, 2009	May 14, 2009	May 30, 2009
June 4, 2009	June 12, 2009	June 27, 2009
July 2, 2009	July 10, 2009	July 25, 2009
August 6, 2009	August 14, 2009	August 29, 2009
September 3, 2009	September 11, 2009	September 26, 2009
October 1, 2009	October 16, 2009	October 31, 2009
November 5, 2009	November 6, 2009	November 21, 2009
December 3, 2009	December 4, 2009	December 19, 2009

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

**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: _____

Gary Bingaman

Bob Cole

Shannon Lee

J. Randy Scott

John Nicholson

Terry Speake

Rory Krueger

Harvey Cooper

David Joy

Richard Glenn

Jerry Hackleman