

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. Applicant Forms 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. **USE ONE FORM PER EMPLOYER.**
3. If you are/were in business for yourself (self-employed) you must complete Applicant Form and submit W-2's. You must state the amount of time you worked. The job responsibilities and duties must describe **in detail** the type of work performed by you.
4. **ALL FORMS MUST BE NOTARIZED. THEY 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. To receive reciprocity from another jurisdiction and you have already taken the required Prometric or ICC exam, 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.
7. Article IV shall govern the examination and certification of trades, except to the extent superceded by state law.

Desired Certification

Experience required

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 mechanical 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

8. The application and forms will be submitted to the Board for review.
9. When you are approved by the board, the City of Springfield will notify you you have been authorized to test.
10. You may request information on either Prometric or ICC testing procedures.
11. Authorization to test is good for 1 year. If candidate does not present passing test score they will be required to complete another application to the Board for review.
12. 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 approximately \$110.00 and we use an outside testing service.

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,



Susan J. Smith
Executive Secretary
Building Development Services
840 Boonville
Springfield, MO 65802
Tel: 417 864-1059
Email: susmith@springfieldmo.gov

CITY OF SPRINGFIELD
TRADE CERTIFICATION APPLICATION

Submission of any false or misleading information will result in the rejection of this application.

YOUR PROOF OF EXPERIENCE MUST BE ATTACHED TO THIS APPLICATION

CIRCLE THE ONE TRADE YOU WISH TO APPLY FOR:

ELECTRICAL MECHANICAL PLUMBING GAS FITTER

CIRCLE THE CERTIFICATION YOU WISH TO APPLY FOR:

MASTER or JOURNEYMAN

CIRCLE IF YOU ARE ASKING FOR:

REINSTATEMENT or RECIPROCATION or APPROVAL TO TEST

COMPLETE THE FOLLOWING INFORMATION PRINT ONLY:

Name:(as shown on driver's license) _____

MAILING Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **Phone (Home/Office):** _____

***Applicant's Signature:** _____ **Date:** _____

***Applicant's email address:** _____

What other states are you licensed in? _____

(MUST provide a current copy of these licenses for review)

Applicant Experience form/forms must be completed **NOTARIZED** and in your packet.

The following information shall be completed by the Building and Trades Board

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

**APPROVED
FOR THE FOLLOWING EXAM
Master**

**NOT APPROVED
Journeyman**

**APPROVED/NO TEST REQUIRED
REINSTATE**

Reason for denial: _____

Signed by the Chairman: _____

Date: _____

**APPLICANT EXPERIENCE FORM FOR COMPANIES REGISTERED IN THE CITY OF
SPRINGFIELD CRAFTS AND TRADES PROGRAM**

(Multiple copies can be made as needed)

**FAILURE TO COMPLETE ALL INFORMATION WILL RESULT IN AN AUTOMATIC DENIAL OF
THIS APPLICATION**

APPLICANT NAME: **(PRINT)** _____ DATE: _____

Trade Requested: _____

Certification Requested: _____

**THE FOLLOWING INFORMATION MUST BE COMPLETED IN DETAIL BY THE COMPANY
WHERE THE APPLICANT WAS OR IS EMPLOYEED OR SELF-EMPLOYEED.**

Company Name: _____

Address: _____

Describe in detail the type of work the company performs:

Describe in detail the work that the applicant was allowed to perform:

Start: _____
(Month & Year)

End Date: _____
(Month & Year) (Use current month and year if
you are still employed by company)

(If self-employed provide W-2's or other documentation to validate your work.)

Using the start and ending date of employment how many years/months is this? _____yrs/_____mo

Registered Master's Name: _____ BTC# _____

(The company master must sign.)

Company Owner's Name: _____

Signature: _____ Date: _____

NOTARY SEAL AND SIGNATURE:

APPLICANT EXPERIENCE FORM FOR COMPANIES NOT IN THE SPRINGFIELD CRAFTS AND TRADES PROGRAM

(Multiple copies can be made as needed)

FAILURE TO COMPLETE ALL INFORMATION WILL RESULT IN AN AUTOMATIC DENIAL OF THIS APPLICATION

APPLICANT NAME: **(PRINT)** _____ DATE: _____

Trade Requested: _____

Certification Requested: _____

THE FOLLOWING INFORMATION MUST BE COMPLETED IN DETAIL BY THE COMPANY WHERE THE APPLICANT WAS OR IS EMPLOYEED OR SELF-EMPLOYEED.

Company Name: _____

Address: _____

Describe in detail the type of work the company performs:

Describe in detail the work that the applicant was allowed to perform:

Start: _____
(Month & Year)

End Date: _____
(Month & Year) (Use current month and year if
you are still employed by company)

(If self-employed provide W-2's or other documentation to validate your work.)

Using the start and ending date of employment how many years/months is this? _____yrs/_____mo

Company Owner / Supervisor's / or Applicant's (if self-employed)

Printed Name: _____ Signature: _____ Date: _____

NOTARY SEAL AND SIGNATURE:

**2021
BOARD MEETING DATES**

**THE BOARD MEETING IS A PUBLIC MEETING THAT BEGINS AT 5:30 P.M. IN THE
BUSCH BUILDING, 2 WEST CONFERENCE ROOM**

APPLICATION DUE DATES

December 31, 2020

January 28, 2021

February 26, 2021

March 25, 2021

April 29, 2021

May 28, 2021

June 24, 2021

July 30, 2021

August 27, 2021

September 30, 2021

October 29, 2021

November 26, 2021

INTERVIEW DATES

January 7, 2021

February 4, 2021

March 4, 2021

April 1, 2021

May 6, 2021

June 3, 2021

July 1, 2021

August 5, 2021

September 2, 2021

October 7, 2021

November 4, 2021

December 2, 2021

The ***first*** step toward certification is turning in your application, by the **Monday morning** before the interview date, to meet with the Building Examination and Certification Board. After the Board has approved your application to test, you will be given instruction on how to schedule an examination. The ***last*** step is taking your examination and passing with a score of **75% or higher**. **When you have passed the examination, you must present your passing score and pay your fee to receive your certification card.** The Building Development Services Department does **NOT** get notified of your results. You **MUST** bring your notification with you.

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