

# 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 Article IV shall govern the examination and certification of trades, except to the extent superseded by state law.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 if 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,

*Saraj Goldberg*

Executive Secretary, Building Development Services  
City of Springfield  
840 N. Boonville Ave.  
Springfield, MO 65802  
Phone: 417.864.2049  
[Saraj.goldberg@springfieldmo.gov](mailto:Saraj.goldberg@springfieldmo.gov)  
[www.springfieldmo.gov](http://www.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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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:**

**2022**  
**BOARD MEETING DATES**

**THE BOARD MEETING IS A PUBLIC MEETING THAT BEGINS AT 5:30  
P.M. IN THE Northview Center, 301 E Talmage St., Springfield, MO 65803**

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**APPLICATION DUE DATES**

**Applications will not be accepted**

**After the Date below.**

**December 30 2021**

**January 28, 2022**

**February 25, 2022**

**April 1, 2022**

**April 29, 2022**

**May 27, 2022**

**July 1, 2022**

**July 29, 2022**

**August 26, 2022**

**September 30, 2022**

**October 28, 2022**

**November 23, 2022**

**INTERVIEW DATES**

**January 6, 2022**

**February 3, 2022**

**March 3, 2022**

**April 7, 2022**

**May 5, 2022**

**June 2, 2022**

**July 7, 2022**

**August 4, 2022**

**September 1, 2022**

**October 6, 2022**

**November 3, 2022**

**December 1, 2022**

The *first* step toward certification is turning in your application, by the **Friday Afternoon** 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.