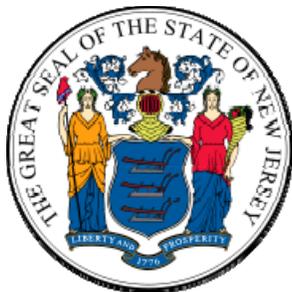


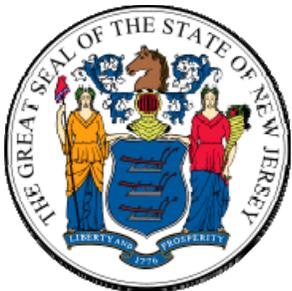
State of New Jersey
State Board of Examiners of Master Plumbers

Application Process Overview



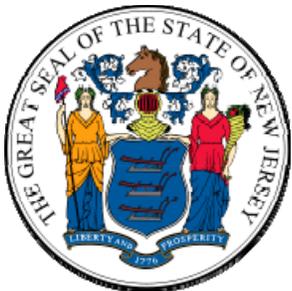
State Board of Examiners of Master Plumbers

- Licenses qualified individuals as apprentice plumbers, journeyman plumbers and master plumbers;
- Certifies medical gas piping instructors, brazers and installers;
- Regulates the practice of plumbing and medical gas piping;
- Investigates complaints and takes disciplinary action.



License to Practice

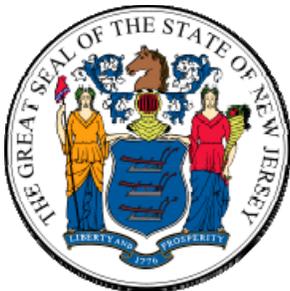
- No one may practice as a Master Plumber or represent himself/herself as a plumber without the proper, active license;
- No one is permitted to perform Medical Gas Piping services, brazing installing or provide instruction, without the proper, active certification;
- You worked hard to complete your educational program, but you cannot practice unless you have the proper license or certification;
- Once you obtain your license, you need to keep it active and in good standing.



License to Practice

How do you get a Master Plumber's license or obtain a certification for Medical Gas Piping?

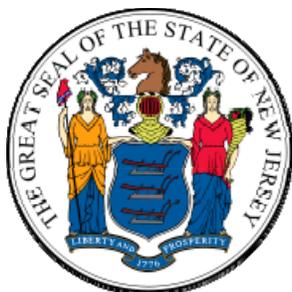
- Review the regulations posted at the Board's website at www.NJConsumerAffairs.gov/plu
- First, determine if you are qualified for the license or certification;
- You must be 21 years of age to qualify for the Master Plumber's examination;
- You must meet the education requirements in order to take the Master Plumber's examination or seek any one of the certifications for Medical Gas Piping;
- Submit the application to the Board at P.O. Box 45008, Newark, NJ 07101;
- Await an email response from the Board as to our receipt of your application.



License to Practice

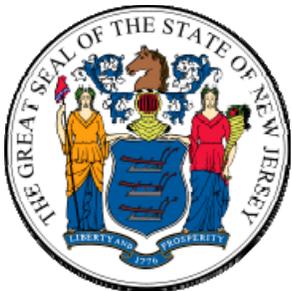
How do you keep a license in good standing?

- Avoid disciplinary action by renewing on time;
- Secure the \$3,000 surety bond for your;
- Obtain proper permits and inspections based on Uniform Construction Code requirements;
- Communicate well with your customers to prevent consumer complaints;
- Respond in a timely fashion to all Board correspondence.



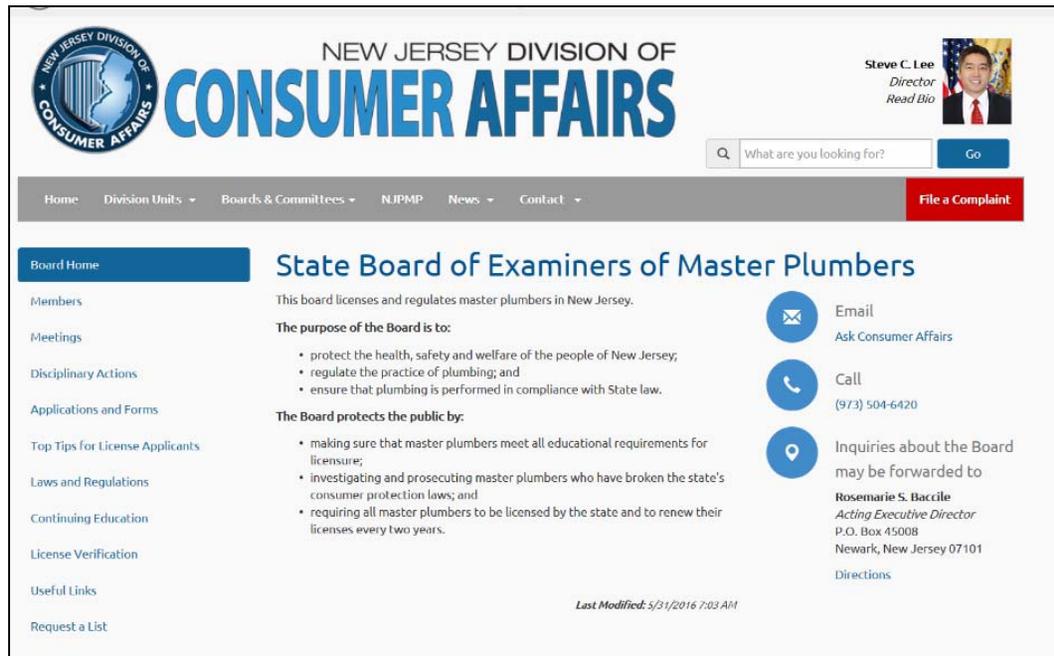
When Should I Begin the Application Process?

- Start Early!
- Right now would be a good time.



How Do I Get an Application Form?

Applications can be downloaded from the Board's website
www.NJConsumerAffairs.gov/plu.



The screenshot shows the website for the New Jersey Division of Consumer Affairs. The header includes the division's logo, the name "NEW JERSEY DIVISION OF CONSUMER AFFAIRS", and a photo of Steve C. Lee, Director. A search bar and a "File a Complaint" button are also visible. The main content area is titled "State Board of Examiners of Master Plumbers" and provides information about the board's purpose and public protection. A sidebar on the left lists various links such as "Members", "Meetings", and "Applications and Forms".

NEW JERSEY DIVISION OF CONSUMER AFFAIRS

Steve C. Lee
Director
[Read Bio](#)

What are you looking for?

Home Division Units Boards & Committees NJPMP News Contact

Board Home

Members
Meetings
Disciplinary Actions
Applications and Forms
Top Tips for License Applicants
Laws and Regulations
Continuing Education
License Verification
Useful Links
[Request a List](#)

State Board of Examiners of Master Plumbers

This board licenses and regulates master plumbers in New Jersey.

The purpose of the Board is to:

- protect the health, safety and welfare of the people of New Jersey;
- regulate the practice of plumbing; and
- ensure that plumbing is performed in compliance with State law.

The Board protects the public by:

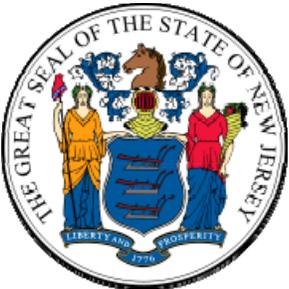
- making sure that master plumbers meet all educational requirements for licensure;
- investigating and prosecuting master plumbers who have broken the state's consumer protection laws; and
- requiring all master plumbers to be licensed by the state and to renew their licenses every two years.

Email
Ask Consumer Affairs

Call
(973) 504-6420

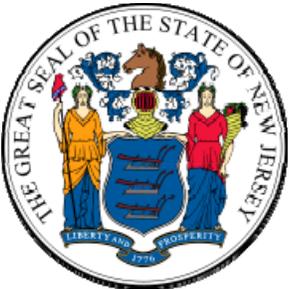
Inquiries about the Board may be forwarded to
Rosemarie S. Baccile
Acting Executive Director
P.O. Box 45008
Newark, New Jersey 07101
[Directions](#)

Last Modified: 5/31/2016 7:03 AM



Application Process

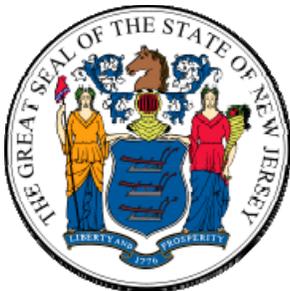
1. Submit your application with the appropriate fee;
2. Send your supporting documents with your application including:
 - o Work certifications signed and sealed by supervising Master Plumbers;
 - o W-2s as evidence of your workmanship in the trade while enrolled in apprenticeship and your W-2 for the one (1) journeyman year in the plumbing trade, consisting of 1,200 hours of practical hands-on experience;
 - o College transcript representing bachelor's degree in mechanical, plumbing or sanitary engineering;
 - o If you are applying under the category of "formal apprenticeship training," you must obtain the official document from the U.S. Department of Labor as evidence of your completion of both school hours and work hours;
 - o Please note that your journeyman year begins once you have either completed your formal apprenticeship training, or once you have obtained your bachelor's degree.



Application Fees

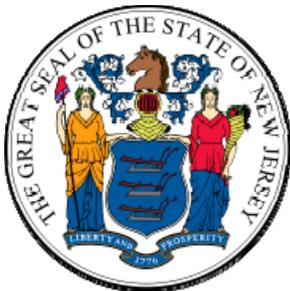
Master Plumber	\$100.00
Apprentice Plumber	\$ 75.00
Journeyman Plumber	\$ 75.00
Journeyman Plumber <i>with prior registration as an apprentice</i>	\$ 50.00
Medical Gas Piping <i>(all categories)</i>	\$ 75.00

All fees are payable by check or money order, **NO CASH.**



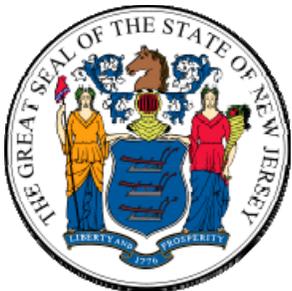
Application Questions

- Moral Character – Arrests/Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical/Cognitive
- Use of illegal chemical substances
- Be sure to respond thoroughly to the above questions, providing all detail, dates and documents where requested. Complete the entire application to avoid a letter of Deficiency Notice and a delay of the review process.



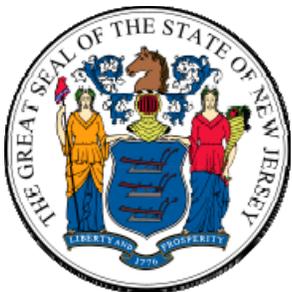
Criminal History

- You must complete the entire application for licensure;
- You must provide all facts and circumstances concerning the Crime Section of the application, questions 9 and 10.;
- If you are responding “Yes” to questions 9 and 10, you must prepare a notarized statement in your own words detailing the facts and circumstances surrounding each one of your arrests;
- Respond to the “who, what, when, where and why” of each arrest or incident, in your notarized statement;
- Provide copies of all police reports, court documents and final disposition documents for each arrest.



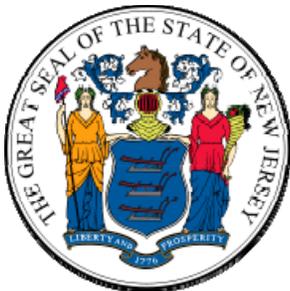
Initial Application Fee and Process

- An Acknowledgment email will be sent to you within (72) hours of the Board's receipt of your application (weekends excluded);
- Once your application is approved, you will receive a letter to advise you of your approval;
- However, in the event the Board requires additional documents or information from you, a Deficiency letter will be mailed to you with instructions;
- Should the Board determine that you are not qualified for the Master Plumber's examination, or the Medical Gas Piping certifications, the Deficiency letter will provide details for your continued education and instructions toward gaining your license/certification.



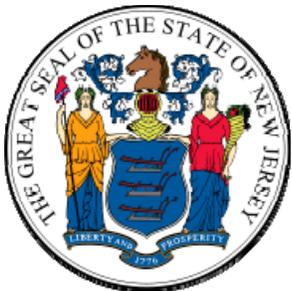
Keeping Your License Current

- Licenses are valid for 2 years;
- Every Master HVACR license expires on June 30th of odd-numbered years;
- You must keep your address current with the Board to receive renewal notices and correspondence;
- Renewals are done on-line and require a \$160 renewal fee;
- You must purchase a \$3,000 surety bond to run concurrent with your Master plumber's license for the term of the biennial.



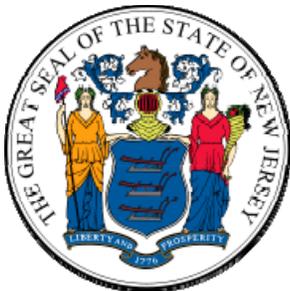
Continuing Education

- You must complete your five (5) hours of continuing education (CE) prior to renewing your license;
- Your five (5) hours of CE must be completed on or before June 30th;
- An illness or hardship circumstance that prevents a licensee from participating in his/her CE should be reported to the Board for consideration of a waiver; send supporting documents for such a circumstance;
- Maintain your CE Certificate in the event you are audited by the Board.



Communication

- If you get a letter from the Board – *read it*
- If the Board asks for you to respond to it – *do it in a timely fashion (Your failure to respond is a violation of the Duty to Cooperate regulations).*
- If you move, change your name, start working in a new location – *contact the Board and update your information*



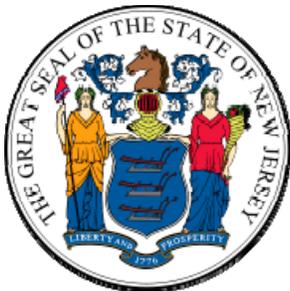
Where Do I Send Mail for the State Board of Examiners of HVACR Contractors?

Mailing Address:

State Board of Examiners of Master Plumbers
P.O. Box 45008
Newark, NJ 07101

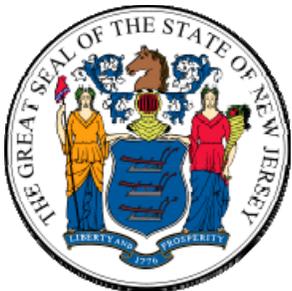
Physical Address:

State Board of Examiners of Master Plumbers
124 Halsey Street, *6th Floor*
Newark, NJ 07102



Tips for the Application Process

- Mail the application with as much supporting information as possible;
- Make certain that the application is neat and either clearly hand-written or typed;
- Be clear about what name(s) appear on your application and supporting documents;
- Use the P.O. Box to mail items to the Board;
- Submit as much information as possible, particularly if you answer “yes” to any of the questions.



Useful Websites

State Board of Examiners of Master Plumbers

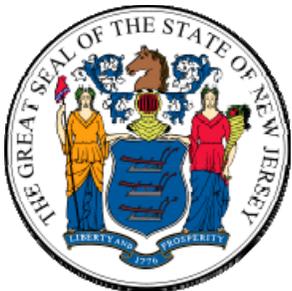
www.NJConsumerAffairs.gov/plu

Application Status

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

License Verifications

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx



Helpful Information Regarding the **United States Department of Labor** Formal Apprenticeship Training Programs

You may contact the United States Department of Labor for questions regarding formal apprenticeship training programs by emailing:

Bernard E. Treml, III
State Director
Office of Apprenticeship
treml.bernard.e@dol.gov

