

## SECTION 1: REGISTRATION CRITERIA

To register as a Journeyman Plumber or Fire Suppression Piping Installer, you **must**:

- Be at least eighteen (18) years old
- Be able to read, write and understand the English language
- Have good moral character so as to not adversely impact upon fitness to perform the duties and responsibilities of a Journeyman Plumber or Fire Suppression Piping Installer
- Have a progressive understanding, proficiency and competence in the plumbing or fire suppression piping trade, including:
  - A working familiarity with the Code and technical standards and the ability to apply the Code requirements correctly
  - The application of basic plumbing/fire suppression theory and using trade skills on the job site
  - A working knowledge of the tools of the trade and the ability to properly use them
  - An ability to draft simple diagrams and interpret drawings for the plumbing/fire suppression work in which the applicant is engaged
- Meet the Registration Qualifications (see SECTION 2)
- Submit your registration application (see SECTION 3)

## SECTION 2: REGISTRATION QUALIFICATIONS

You **must** meet at least one (1) of the following:

1. **Five (5) years of full-time experience\*** (minimum) performing plumbing or fire suppression piping under the direct and continuing supervision of a licensed Master Plumber or a licensed Master Fire Suppression Piping Contractor or equivalent, where at least **one (1) year of experience was in New York City.**

*NOTE: Qualifying experience **must** be specifically Plumbing or Fire Suppression. Plumbing experience cannot be used to qualify for the Journeyman Fire Suppression registration, and Fire Suppression experience cannot be used to qualify for the Journeyman Plumber registration.*

2. Have satisfactorily completed a **New York State registered training program with one (1) year experience in New York City.**

*NOTE: One (1) year of experience in New York City is required to obtain a Journeyman registration.*

**\*Please note: Any experience gained from a license outside of New York City must be accompanied by an additional verification letter from the jurisdiction in which the license was issued confirming the status of that license.**

## SECTION 3: REGISTRATION APPLICATION

You **must** complete the [Journeyman registration](#) on the Department's website. Make sure you read the instructions and the application carefully. You **must print out the PDF version of the application before closing out your online session**. If you do not complete all the required fields, your application will be denied.

Upon submission, you will receive a confirmation email. The email acknowledges receipt of your application and does not mean you have been found qualified. You must schedule an appointment with the Licensing Unit to finalize the process.

To schedule an appointment you must call the Licensing & Exams Unit at **(212) 393-2259**. Please bring the following documents with you to your appointment:

- Photo Identification (driver's license, passport or green card)
- Original Social Security Card
- If you have been qualified using an apprenticeship / training program, you must bring the original completion certificate with you
- Typed notarized affidavits from all past or current employers you have indicated on your online application. Affidavits from New York City Licensees **must be sealed**. Letters must include the following information and must be an exact match to what was submitted in your online application:
  - Your job title (Helper, Journeyman, etc.)
  - Name of the company
  - A detailed description of your duties
  - Your employment dates for each licensee you worked with (mm/dd/yyyy format required)
  - Whether your employment was full- or part-time
  - A statement by the licensee that he or she directly supervised you
- Social Security History of Earnings for the years you are claiming as experience. You must request the report to be run by company name. For more information, visit the Social Security Administration website at <http://ssa.gov/online/ssa-7050.html>.
- Print out the PDF version of your online application
- [Child Support Form](#)
- Registration fee of **\$50.00** – payable by cash, credit card, check or a money order.

Your registration will not be granted without verification of the above qualifications. You have one (1) year from the date the Department sends you the email confirming receipt of your application to begin submitting the required documents for your registration.

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