



CONSTRUCTION INDUSTRIES BOARD ("CIB")

2401 NW 23rd, Suite 2F
Oklahoma City, OK 73107
PH: (405) 521-6550 or Toll Free: 1-877-484-4424
Website: www.cib.ok.gov

PLUMBING APPLICATION INFORMATION

All applicants must be eighteen (18) years of age or older

FEES – MUST ACCOMPANY APPLICATIONS:

Make remittance payable to the **Construction Industries Board (CIB)**

Plumbing Contractor **\$330.00** (License fee \$300.00 + Application Processing Fee \$30.00 = total \$330.00)

Plumbing Journeyman **\$75.00** (License fee \$50.00 + Application Processing Fee \$25.00 = total \$75.00)

EXPERIENCE REQUIREMENTS:

OAC 158:30-9-1(j): Applicants for plumbing license examinations who are not licensed and wish to include experience gained in Oklahoma must maintain an apprentice registration on file with the Oklahoma Construction Industries Board for all experience obtained in Oklahoma. The Construction Industries Board will not consider experience obtained in or outside of Oklahoma as verifiable experience for periods in which an apprentice is unregistered, except for experience lawfully obtained according to any applicable federal or state laws, and must be comprised of plumbing work as defined in the Act and in this Chapter.

- 1. Applicants for the journeyman examination must be eighteen (18) years of age or older and have:**
 - three (3) years of experience in the plumbing trade while employed by a licensed Plumbing contractor; or
 - equivalent verifiable three (3) years of experience in the plumbing trade while serving in the U.S. military; or
 - a verifiable out-of-state plumbing license that must be:
 - current, and
 - in good standing.
- 2. Applicants for a contractor license must meet the same requirements as a journeyman with an additional one (1) year of experience in the Plumbing trade.**
- 3. The following may be substituted for a portion of the experience requirement for applicants for the journeyman or contractor examination:**
 - An associate degree or Career Tech diploma certifying completion of a plumbing educational program consisting of a minimum of one thousand (1,000) classroom hours from a school, approved by the Committee, may be substituted for two (2) years of experience.
 - A Career Tech diploma certifying completion of an educational program consisting of a minimum of five hundred (500) classroom hours from a school, approved by the Committee, may be substituted for one (1) year of experience.
 - See OAC 158:30-9-1(i)(3, 4 & 5) for additional substitutions allowed for approved educational programs with decreasing numbers of classroom hours and the corresponding amount of experience for which the hours may be substituted.

If the applicant fails to meet the minimum qualifications to take the examination, the application fee will be forfeited.

CONTRACTORS:

After successfully passing both portions (technical trade portion and business and law portion) of the contractor exam, a license will be inactive until the CIB receives proof the contractor has met the bond and insurance requirements listed below:

- 1. An Active Plumbing Contractor is required to carry a five thousand dollar (\$5,000.00) Corporate Surety Bond payable to the Oklahoma Construction Industries Board. The bond must be in the individual license holder's name. The bond must be continuous and provide for thirty- (30) days cancellation notice.**
- 2. An Active Plumbing Contractor must provide a certificate of insurance evidencing a minimum of \$50,000.00 commercial general liability insurance. The individual license holder's name must be on the certificate of insurance. The Certificate holder is the Construction Industries Board.**

EXAMINATION INFORMATION and MATERIAL FOR STUDY:

Applicants for a journeyman license must pass the Oklahoma Plumbing Journeyman and Natural Gas exam (with passing score of 75% or greater). Applicants for a contractor license must pass both portions (technical trade portion and business and law portion) of the Oklahoma Plumbing Contractor and Natural Gas exam (with passing score of 75% or greater on both portions).

Once the CIB receives your Application for Plumbing Examination and remittance, it will be reviewed for approval. Once approved, you will receive a letter stating your application has been approved and your information will be forwarded to our national testing provider, PSI, for testing. ***You are responsible for contacting PSI to schedule an appointment to take the exam*** by calling 1-800-733-9267 or via the internet at www.psiexams.com. Contact PSI for study materials, testing sites, testing fees and testing dates. You can also download the Candidate Information Bulletin from PSI's website.

Any applicant initially failing to pass the examination shall not be permitted to take another examination for a period of thirty (30) days. Any applicant subsequently failing to pass the examination shall not be permitted to take another examination for a period of ninety (90) days. See 59 O.S. § 1005(b).

Journeyman & Contractor – Material for Study:

- International Plumbing Code, 2015 Edition, International Code Council, (888) 422-7233, www.iccsafe.org, with Oklahoma Revisions https://ok.gov/oubcc/Codes_&_Rules/Adopted_Building_Codes/index.html
- International Fuel Gas Code, 2015 Edition, International Code Council, (888) 422-7233, www.iccsafe.org, with Oklahoma Revisions https://ok.gov/oubcc/Codes_&_Rules/Adopted_Building_Codes/index.html
- Mathematics for Plumbers & Pipefitters, Lee Smith, 8th Edition, 2013, Delmar Cengage Learning, (800) 648-7450, www.cengage.com
- Code of Federal Regulations – 29 CFR Part 1926 (OSHA), with latest available amendments, 866-512-1800, <http://www.access.gpo.gov/nara/cfr/cfr-tablesearch.html#page1>
or
- Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, 866-589-3088, <http://www.psonlinestore.com> (See order form at the end of the Candidate Information Bulletin.)

Business & Law Portion of Contractor Exam – Material for Study:

The following reference materials are allowed in the examination center:

Note: Title 158 of the Oklahoma Administrative Code (OAC 158) contains the administrative rules of the Oklahoma Construction Industries Board. www.cib.ok.gov

- Oklahoma Plumbing License Law of 1955, Oklahoma Statutes, Title 59, Chapter 27, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Ste. 2F, Oklahoma City, OK 73107, www.ok.gov/cib.
- Oklahoma Plumbing Industry Regulations, Oklahoma Administrative Code, Title 158, Chapter 30, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Ste. 2F, Oklahoma City, OK 73107, www.ok.gov/cib.
- Fine Schedule of the Oklahoma Construction Industries Board, Oklahoma Administrative Code, Title 158, Chapter 10, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Ste. 2F, Oklahoma City, OK 73107, www.ok.gov/cib.
- Oklahoma Workers' Compensation Act, Oklahoma Statutes, Title 85A Chapter 1, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Ste. 2F, Oklahoma City, OK 73107, www.ok.gov/cib.
- Oklahoma Lien Law, Oklahoma Statutes, Title 42, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Ste. 2F, Oklahoma City, OK 73107, www.ok.gov/cib.
- Contractor's Guide to Business, Law and Project Management, Basic 10th or 11th Edition, National Association of State Contractors Licensing Agencies (NASCLA), 23309 N 17th Drive, Ste. 110, Phoenix, AZ 85027, Telephone: (866) 948-9354, Fax (623) 587-9625, www.nascla.org.

You are allowed to take a silent, non-printing, non-programmable calculator in the examination center.

Oklahoma Construction Industries Board
Plumbing Division
2401 NW 23rd Street, Suite 2F
Oklahoma City, OK 73107
Telephone: (405) 521-6550

Do Not Mark in this Section

File # _____

Approved By _____

Date: ____/____/____

APPLICATION FOR PLUMBING EXAMINATION

*License Fees Must Accompany Application
APPLICATION MUST BE PROPERLY NOTARIZED*

I AM APPLYING FOR: CONTRACTOR _____ JOURNEYMAN _____

Type or print in ink

1. NAME _____
First Middle Last

2. MAILING ADDRESS _____
Street/PO Box Apt. # City State Zip

3. PHYSICAL ADDRESS _____
(If different from mailing) Street Apt. # City State Zip

4. TELEPHONE: (____) _____ (____) _____ (____) _____
Residence Business Cell

5. SSN (Required): _____ - _____ - _____ BIRTHDATE: ____/____/____

6. EMAIL: _____

7. Are you a US Citizen? YES _____ NO _____ If no, please provide your Immigration Documentation.

8. Are you registered as an apprentice? _____ Yes _____ No (If yes, Registration Number _____)

9. Do you hold a plumbing license in any city or state? _____ Yes _____ No

If yes, which state(s)? _____ Name of licensing agency: _____

Date license first issued: _____ Type of license & license number: _____

Phone # of Licensing Agency: _____ Is this license current? _____ Yes _____ No

(Attach a copy of original certificate or copy of current license)

10. Education (Attach copy of transcript from colleges, universities, or trade schools pertaining to the plumbing trade)
***TO RECEIVE CREDIT FOR EDUCATION IN PLUMBING COURSES, SUBMIT OFFICIAL TRANSCRIPTS
AND/OR CERTIFICATES OF COMPLETION.*** Transcript Provided? _____ Yes _____ No

11. Applicant's Signature: _____ Date: ____/____/____
(Sign before Notary)

****This Section to be filled out by Notary only****

AFFIDAVIT

The applicant signing this application being duly sworn declares that the statements subscribed to by him/her are true to the best of his/her knowledge and that he/she personally signed this Application.

State of _____ County of _____

Subscribed and sworn before me this _____ day of _____, _____.

My Commission Expires: _____ Signature of Notary _____

My Commission Number: _____ (SEAL)

CERTIFIER MUST COMPLETE ALL INFORMATION

List your plumbing experience on the following affidavit. Start with your present or last employer. Affidavit must be signed by a licensed Plumbing Contractor and Plumbing Contractor's signature must be notarized. Attach additional Affidavits if needed.

Employer: _____ Telephone No. (____) _____

Street Address: _____
Street Apt. No. City State Zip

Plumbing Contractor: _____ License Number: _____

Plumbing performed: _____ Plumbing Repair Residential _____ Plumbing New Construction Commercial
_____ Plumbing Maintenance _____ Plumbing Repair Commercial _____ Plumbing New Construction Residential

Date of Employment: ____/____/____ Date of Separation: ____/____/____

This Section to be filled out by Notary only

State of _____ County of _____

_____ personally appeared before me, the undersigned, who being duly
(Please Print Name of Person Verifying Experience)
affirmed/sworn both depose and say that the forgoing statements subscribed to by him/her are true.

Signature of Person Verifying Experience: _____ Date: ____/____/____

Subscribed and sworn before me this _____ day of _____, _____.

Signature of Notary _____

My Commission Expires: _____

Commission Number: _____

(SEAL)

Employer: _____ Telephone No. (____) _____

Street Address: _____
Street Apt. No. City State Zip

Plumbing Contractor: _____ License Number: _____

Plumbing performed: _____ Plumbing Repair Residential _____ Plumbing New Construction Commercial
_____ Plumbing Maintenance _____ Plumbing Repair Commercial _____ Plumbing New Construction Residential

Date of Employment: ____/____/____ Date of Separation: ____/____/____

This Section to be filled out by Notary only

State of _____ County of _____

_____ personally appeared before me, the undersigned, who being duly
(Please Print Name of Person Verifying Experience)
affirmed/sworn both depose and say that the forgoing statements subscribed to by him/her are true.

Signature of Person Verifying Experience: _____ Date: ____/____/____

Subscribed and sworn before me this _____ day of _____, _____.

Signature of Notary _____

My Commission Expires: _____

Commission Number: _____

(SEAL)

Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Construction Industries Board are required, by the provisions of 56 O.S. § 71, to provide the Board with verification of lawful presence in the United States by executing the Affidavit shown below before a notary public or other officer authorized to notarize affidavits under State law. The Board’s licensing office is staffed with notaries who are available to provide notary service at no cost to Applicants.

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Affidavit of

_____ STATE OF OKLAHOMA)
[Applicant's Full Name]) ss:
COUNTY OF _____)

I _____, of lawful age, being first duly sworn, upon oath state, under penalty
[Applicant's Full Name]

of perjury, as follows:

Please check the appropriate box:

Option 1: I am a United States Citizen.

Option 2: I am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States. *For this Option, a copy of a valid immigration document which reflects the applicant's "A" number or "I-94" number must accompany this Affidavit.*

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this _____ day of _____, 20____, by

[Applicant's Name – Please Print]

[Signature of Notary]

My Commission Expires: _____

My Commission Number: _____

(Notary Seal)