



# CONSTRUCTION INDUSTRIES BOARD

2401 NW 23<sup>rd</sup>, Suite 2F

Oklahoma City, OK 73107-2431

PH: (405) 521-6550 or Toll Free: 1-877-484-4424

Website: [www.cib.ok.gov](http://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:**

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 either:**
  - three (3) years of experience in the plumbing trade while employed by a licensed Plumbing contractor.
  - (2) equivalent verifiable three (3) years of experience in the plumbing trade while serving in the U.S. military.
  - (3) 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.**
  - The following may be substituted for a portion of the experience requirement:  
An associate degree or Career Tech diploma certifying completion of a plumbing educational program consisting of a minimum of 1000 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 500 classroom hours from a school, approved by the Committee, may be substituted for one (1) year of experience.

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

**An examinee must make 75% or more on each part, above, to pass the examination.**

### **CONTRACTORS:**

After you have successfully passed your exams, your license will be inactive until the CIB receives proof of the bond and insurance 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:**

All applicants are required to pass the Oklahoma Plumbing exam to gain licensure. In addition, Contractors must take and pass the Plumbing Business and Law exam.

Once the Construction Industries Board receives your application 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](http://www.psiexams.com). Contact PSI for study materials, testing sites, testing fees and testing dates or download the Candidate Information Bulletin from their 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.

### **Journeyman & Contractor – Material for Study:**

- International Plumbing Code, 2015 Edition, International Code Council, 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org), with Oklahoma Revisions <https://ok.gov/oubcc/Codes & Rules/Adopted Building Codes/>
- International Fuel Gas Code, 2015 Edition, International Code Council, 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org), with Oklahoma Revisions <https://ok.gov/oubcc/Codes & Rules/Adopted Building Codes/index.html>
- Mathematics for Plumbers & Pipefitters, 8<sup>th</sup> Edition, [www.cengage.com](http://www.cengage.com).
- Code of Federal Regulations – 29 CFR Part 1926 (OSHA), with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, <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, 3210 E Tropicana, Las Vegas, NV 89121. (800) 733-9267, [www.psiexams.com](http://www.psiexams.com), (See order form at the end of the Candidate Information Bulletin.)

### **Contractor Business & Law – 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](http://www.cib.ok.gov)***

- Oklahoma Plumbing License Law of 1955, Oklahoma Statutes, Title 59, Chapter 27.
- Oklahoma Plumbing Industry Regulations, Oklahoma Code, Title 158, Chapter 30.
- Oklahoma Fine Schedule of the Construction Industries Board, Oklahoma Code, Title 158, Chapter 10.
- Oklahoma Workers' Compensation Act, Oklahoma Statutes, Title 85A Chapter 1.
- Oklahoma Liens Law, Oklahoma Statutes, Title 42, Chapter 3.
- Oklahoma Rules of the Workers' Compensation Court, Oklahoma Statutes, Title 85A, Chapter 1, Appendix, Oklahoma Workers' Compensation Court, ATTN: Publication Request, 1915 North Stiles, Oklahoma City, OK 73105, [www.cib.ok.gov](http://www.cib.ok.gov).
- Contractor's Guide to Business, Law and Project Management, Basic 12<sup>th</sup> Edition, National Association of State Contractors Licensing Agencies (NASCLA), 23309 N 17<sup>th</sup> Dr, Phoenix, AZ 85027, Telephone: (623) 587-9519, Fax (623) 587-9625, [www.nascla.org](http://www.nascla.org).

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

<b>Do Not Mark in the Section</b>
File # _____
Approved By _____
Date: ____/____/____

**APPLICATION FOR PLUMBING EXAMINATION**

*License Fees Must Accompany Application*  
*APPLICATION WILL NOT BE ACCEPTED WITHOUT NOTARY SEALS*

I AM APPLYING FOR: CONTRACTOR \_\_\_\_\_ JOURNEYMAN \_\_\_\_\_

**Type or print in ink**

1. NAME \_\_\_\_\_  
First Middle Last

2. MAILING ADDRESS \_\_\_\_\_  
Street 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: \_\_\_\_\_

**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. 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

Employment Dates- Start date: \_\_\_\_\_ End Date if not still employed: \_\_\_\_\_ for a total of \_\_\_\_\_ hours.

\*One (1) year full-time employment generally approximates two thousand (2,000) hours\*

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

State of \_\_\_\_\_ County of \_\_\_\_\_

\_\_\_\_\_  
(Please Print) Personally appeared before me, the undersigned, who being duly 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: \_\_\_\_\_

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

Employment Dates- Start date: \_\_\_\_\_ End Date if not still employed: \_\_\_\_\_ for a total of \_\_\_\_\_ hours.

\*One (1) year full-time employment generally approximates two thousand (2,000) hours\*

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

State of \_\_\_\_\_ County of \_\_\_\_\_

\_\_\_\_\_  
(Please Print) Personally appeared before me, the undersigned, who being duly 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: \_\_\_\_\_

**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 offices are 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**

\_\_\_\_\_ )  
[Applicant's Full Name] STATE OF \_\_\_\_\_ )  
 ) 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)