



Montana Board of Plumbers

PO Box 200513
301 S Park, 4th Floor
Helena, MT 59620-0513
Phone: 406-444-5711

Email: dlibsdlhelp@mt.gov Website: www.plumber.mt.gov

Licensing Requirements and Application Checklist Journeyman

See page 3 for out of state – reciprocity requirements

License Requirements for Journeyman Plumber License:

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Meet the requirement in either Option 1, Option 2, or Option 3:
 - a. **Option 1:** written affirmation from a licensed master plumber(s) or a licensed plumbing contractor(s) by whom the applicant was employed, certifying by detailed description of the applicant's plumbing experience, that the applicant meets the qualifications set by [37-69-304](#), MCA. The written affirmation must verify that the applicant has a minimum of 7500 aggregate hours of experience in the field of plumbing over a period of not less than five years. a specific record of 5 years of legally obtained experience in the field This experience requirement may be fulfilled by working 5 years in a major phase of the plumbing business, verified by time or pay records, or by completing an apprenticeship program meeting the standards set by the department or the United States department of labor, bureau of apprenticeship, or credit toward this experience requirement may be given for time spent attending an accredited trade or other school specializing in training of value in the field of plumbing and approved by the board. [[37-69-304, MCA, ARM 24.180.504](#)]
 - b. **Option 2:** an apprenticeship completion certificate or certified statement issued by the United States Department of Labor, Employment and Training Administration (ETA), Office of Apprenticeship Training, Employer and Labor Services (OATELS), or a recognized state apprenticeship agency/council. Experience granted for a registered apprenticeship is contingent upon successfully completing the requirement of the apprenticeship program [[37-69-304, MCA, ARM 24.180.504](#)]
 - c. **Option 3:** transcript providing attainment of a first degree or advanced degree in an approved engineering curriculum or a baccalaureate degree in an approved engineering technology curriculum will be accepted as equivalent to two years of the five-year experience requirement for the following:
 - graduation from an engineering technology curriculum not approved by the board;
 - completion of portions of such curriculum;
 - completion of a course of study in a technical institute or other recognized educational program, none of the above to exceed two years of the five-year experience requirement.
 - upon documentation of practice in the fields of steam fitting, hydronics, and industrial piping, the experience will be accepted as equivalent to a maximum of two years of the five-year experience requirement. [[37-69-304, MCA, ARM 24.180.504](#)]
2. Once the application is approved, pass the **written examination** prescribed by the board subject to [37-1-101\(4\)](#), MCA, which tests knowledge of techniques and methods employed in the field of plumbing and, if required by the board, a **practical examination** establishing competence in the special skills required in the field of plumbing. [[37-69-304, MCA, 37-69-306, MCA, ARM 24.180.407](#)]



Checklist of Required Documents to Submit for a Journeyman Plumber by Examination:

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type;
- Journeyman experience verification form providing 5 years (7500 hours) of legally obtained experience in the field of plumbing or
- Copy of Apprenticeship Completion Certificate showing hours, time and trade that was completed.
- Transcript from an approved engineering technology curriculum (2 years of experience accepted only)
- Documentation of practice in the fields of stream fitting, hydronics, and industrial piping (2 years of experience accepted only)
- Accredited Trade School experience proof (Wahpeton in North Dakota, Northern in Havre, Flathead Community College are approved by the board at this time. 2 years of experience accepted only)

Application Fee(s) for Journeyman Plumber by Examination:

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$270 - Application fee
- \$100 - Temporary work permit for exam candidates (fee is in addition to the application fee)

License Requirements for Journeyman Plumber License by out of state - reciprocity:

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. **RECIPROCITY:** [[ARM 24.180.603](#), [37-1-304](#), [MCA](#)]
 - a. Montana has reciprocal agreements with **Oregon, Idaho, North Dakota, and South Dakota** for Journeyman licensure **ONLY**. The license must be active in good standing.
 - Applicants that do not qualify for reciprocity will be required to sit for the examinations.
 - If the other state or jurisdiction does not require a practical examination with a minimum passing score of 70 percent, the applicant for journeyman licensure by reciprocity shall be required to pass the Montana practical examination with a score of 70 percent or greater.
 2. ***(OUT OF STATE APPLICANTS):** [[ARM 24.180.604](#), [37-1-304](#), [MCA](#)]
 - a. Out-of-state applicants for a master or journeyman plumber's license may provide proof of prior licensing in another state by submitting a copy or copies of the license(s) held along with a certified letter of verification from the state or local licensing agency stating date of licensure and requirements for licensure. If the qualifications from the state of original licensure are not equivalent to Montana's, the applicant will receive credit for the years required by the original state, but will need to provide the additional year's documentation as required by (b).
 - b. Applicants from states with no journeyman or master licensing shall provide a notarized statement or letter from a qualified individual(s) acceptable to the board, with direct knowledge of the applicant's qualitative and quantitative plumbing experience equivalent to **five years for the journeyman license** and **nine years for the master license**.

***Applicants that apply by the (Out of state method only) will be required to sit for all the required examinations.**

Checklist of Required Documents to Submit for a Journeyman Plumber by Out of State - Reciprocity:

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type;
- Licensure requirements from the State they obtained experience (Out of state applicants only)
And/Or;
- Journeyman experience verification form providing **five years** of legally obtained experience in the field of plumbing or **nine years** for the master license. (Out of state applicants only)

Application Fee(s) for Journeyman Plumber by Out of State - Reciprocity:

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$400 – Application fee
- \$100 - Temporary work permit for exam candidates (fee is in addition to the application fee)



Montana Department of
LABOR & INDUSTRY

You can apply for a license online at <https://ebiz.mt.gov/POL/> . Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.

MONTANA BOARD OF PLUMBERS
301 SOUTH PARK, 4TH FLOOR - Delivery
PO Box 200513
Helena, Montana 59620-0513
(406) 444-6880 FAX (406) 841-2305
E-MAIL: dlibsdhelo@mt.gov
WEBSITE: www.plumber.mt.gov

JOURNEYMAN PLUMBER APPLICATION

GENERAL INFORMATION

- Illegible and incomplete applications will be returned.
- Complete and routine applications will be processed within 30 days.
- Applications deemed non-routine need to be submitted and complete 15 days prior to the Board meeting.
- "Journeyman Plumbers" are not permitted to practice in Montana in any manner without an active Montana Journeyman License or a temporary Journeyman work permit.
- Please review the Montana laws and rules regarding the practice of "Plumbing" in Montana.

LICENSE REQUIREMENTS

A. Experience Requirements:

JOURNEYMAN: A specific record of 5 years' and 7500 aggregate hours of experience in the field of plumbing, or completion of an apprenticeship program meeting the standards set by the Montana Apprenticeship and Training Bureau, or the United States Department of Labor, Bureau of Apprenticeship.

Applicants from states with no journeyman or master licensing shall provide a notarized statement or letter from a qualified individual(s) acceptable to the board, with direct knowledge of the applicant's qualitative and quantitative plumbing experience equivalent to **five years for the journeyman license** and **nine years for the master license**.

B. Examination Information:

Successful completion of the journeyman written and journeyman practical examination in Montana with a grade of 70% or better on both the written and practical portions.

FEES Application Fee by Examination: \$270.00

Reciprocity/Out of State Application Fee: \$400.00

Temporary work permit (fee is in addition to application fee: \$100.00)

Make check or money order payable to the Board of Plumbers

(Note: ALL FEES ARE NON-REFUNDABLE)

REQUIRED DOCUMENTS

The following documents must be submitted to the Board office in order to complete your license application. Please make 8 ½" x 11" copies of the following and submit with your application. NOTE: Any document that is not in English must be accompanied by certified translations.

- A. Experience Verification Affidavit (page 9)
- B. Verification Of Licensure (page 10) and or
- C. Copy of Apprenticeship Completion Certificate

RECIPROCITY:

Montana has reciprocal agreements with **Oregon, Idaho, North Dakota and South Dakota** for Journeyman licensure ONLY. Applicants must have taken and passed the written and practical examination from the state they are reciprocating from. The license must be active and may not have any complaints filed against it. The application must include a license verification from the state agency in which they obtained their license. A license **WILL NOT** be issued without the license verification letter. Applicants that do not qualify for reciprocity will be required to sit for the examinations.

If the other state or jurisdiction does not require a practical examination with a minimum passing score of 70 percent, the applicant for journeyman licensure by reciprocity shall be required to pass the Montana practical examination with a score of 70 percent or greater.

OUT OF STATE APPLICANTS:

Out-of-state applicants for a master or journeyman plumber's license may provide proof of prior licensing in another state by submitting a copy or copies of the license(s) held along with a certified letter of verification from the state or local licensing agency stating date of licensure and requirements for licensure. If the qualifications from the state of original licensure are not equivalent to Montana's, the applicant will receive credit for the years required by the original state, but will need to provide the additional year's documentation as required by (2).

(2) Applicants from states with no journeyman or master licensing shall provide a notarized statement or letter from a qualified individual(s) acceptable to the board, with direct knowledge of the applicant's qualitative and quantitative plumbing experience equivalent to five years for the journeyman license and nine years for the master license.

EXAMINATIONS:

The Board or a representative of the Board must approve all applications before being allowed to sit for the examination. Applicants will receive notification of their application status within 30 days of receipt of the application.

Journeyman: The Journeyman exam is based off the **2021 Uniform Plumbing Code** and broken into two parts, written and practical. The written examination is open book and limited to 3 hours. The practical examination includes isometric drawings and virtual diagrams that is limited to 2 1/2 hours. A minimum score of 70% is required to pass the written and a minimum of 70% is required to pass the practical. Each part (written and practical) will be graded separately.

RENEWAL LICENSURE INFORMATION:

1. The Board office will mail a renewal notice to the preferred mailing address on file approximately 45 days prior to the license expiration date. You are responsible for updating your current mailing address. Failure to inform the Board office of address changes may result in applicable late fees. You will be required to have completed 4 hours of continuing education prior to the next renewal cycle. In accordance with ARM 24.180.2102, new licensees are exempt from the requirements during their first renewal cycle. Those licensees changing from journeyman to master plumber are not exempt from completing at least four hours of continuing education. **Licenses expire annually on September 1.**

APPLICATION PROCEDURES

- When the application file is complete, it will be processed and considered by Board staff for permanent licensure. The applicant may be notified if additional information is required or if applicant is required to appear before the Board for an interview.
- If the application is considered a non-routine application, there may be a delay in processing the application. You may be requested to provide additional information or make a personal appearance before the Board during a regularly scheduled Board meeting and/or the application may require Board consideration.

"Board of Plumbers" Journeyman Application

- All verifications of licensure must be sent directly from each state board in which the applicant is currently or has ever been licensed. Please make copies of the attached verification request form as needed. Some states may charge a fee for verifications. Contact each state board prior to sending the request.
- Keep the Board office informed at all times of any address changes, changes in license status and complaints or proposed disciplinary action. This is essential for timely processing of applications and subsequent licensure.
- A routine application may take up to 30 days to process once it is complete.
- The applicant will be notified in writing of any deficient or missing items from the application file.
- Once a routine application is processed and approved a permanent license will be issued.

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E-MAIL: dlibsdhel@mt.gov
WEBSITE: www.plumber.mt.gov

Journeyman Plumber Application

APPLICATION BY (Check One Only):

Examination Reciprocity (Journeyman only)

Temporary Practice Permit: Check this box if you are requesting a temporary license.

_____ # _____
Name of Montana Master Plumber you will be employed by License Number of Master (This fee is in addition to, and must be received with the application fee.)

Note: 37-69-304(2), MCA, A licensed journeyman plumber may perform work only in the employment of a licensed master plumber.

1. FULL NAME: _____
Last First Middle

2. OTHER NAME(S) KNOWN BY _____

3. BUSINESS NAME _____

4. BUSINESS ADDRESS _____
Street or PO Box # City and State Zip

5. HOME ADDRESS _____
Street or PO Box # City and State Zip

6. PREFERRED MAILING ADDRESS Business Home

7. E-MAIL _____

8. TELEPHONE _____
Business Home Fax

9. SOCIAL SECURITY NUMBER _____ FOREIGN ID NUMBER _____

10. DATE OF BIRTH _____ PLACE OF BIRTH _____
City / State MALE FEMALE

ADDITIONAL QUESTIONS:

11. APPRENTICESHIP/EDUCATION INFORMATION:

12. Have you completed an apprenticeship program: Yes* No

*If yes, name of sponsor: _____

***If yes, you must attach a copy of your completion certificate.**

13. Are you a graduate of a plumbing construction trade school: Yes* No

14. PROFESSIONAL LICENSES:

State	License #	License Type	Issue Date	Expiration Date	License Method	Requested State Verification	
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No

**PERSONAL HISTORY QUESTIONS
IMPORTANT INSTRUCTIONS AND NOTICE**

- Please read the following questions carefully. Giving an incomplete or false answer is unprofessional conduct and may result in denial of your application or revocation of your license. See, 37-1-105, MCA.
- You have a continuing duty to update the information you provide in your application and supplemental responses, including while your application is pending and after you are granted a license.
- Upon submittal of your application form, for every “yes” answer provided, you will receive a request for specific information or documents associated with the question. Your application is not complete until staff receive all information requested.

PERSONAL HISTORY QUESTIONS:

- | | | |
|--|-----|----|
| 15. Have you ever had any license, certificate, registration, or other privilege to serve as a volunteer or practice a profession denied, revoked, suspended, or restricted by a public or private local, state, federal, tribal, religious, or foreign authority? | Yes | No |
| 16. Have you ever surrendered a credential like those listed in number 13, in connection with or to avoid action by a public or private local, state, federal, tribal, religious, or foreign authority? | Yes | No |
| 17. Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position? | Yes | No |
| 18. Have you ever been required to participate in a behavioral modification or assistance program in lieu of suspension or termination from a volunteer or employment position? | Yes | No |
| 19. Have you ever withdrawn an application for any professional license? | Yes | No |
| 20. As of the date of this application, are you aware of any pending complaint, investigation, or disciplinary action related to any professional license you hold? | Yes | No |
| 21. Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?) | Yes | No |

"Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.

- | | | |
|---|-----|----|
| 22. Do you have any medical, physiological, mental, or psychological condition which in any way currently (within the last 6 months) impairs or limits your ability to practice your profession or occupation with reasonable skill and safety? | Yes | No |
| 23. Do you currently (within the last 6 months) use one or more chemical substances in any way which impairs or limits your ability to practice your profession or occupation with reasonable skill and safety? | Yes | No |

The following information is provided for Question 22 below:

A criminal conviction may not automatically bar you from receiving a license. For more information about how a criminal conviction may impact your application, consult the board or program website.

- | | | |
|---|-----|----|
| 24. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended in any state, federal, tribal, or foreign jurisdiction? You are not required to report arrests that did not result in the above outcomes. You are not required to report convictions you received when you were under 18, unless you were treated as an adult when convicted. You are not required to report misdemeanor driving violations, including driving under the influence, if you were sentenced more than five years before the submission date of this application: Are you now subject to criminal prosecution or pending criminal charges? | Yes | No |
| 25. Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization? | Yes | No |
| 26. Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession? | Yes | No |
| 27. Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons? | Yes | No |

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Board of Plumbers.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and will abide by the current licensure statutes and rules of the State of Montana governing the profession. I will abide by the current laws and rules that govern my practice.

Legal Signature of Applicant

Date

MONTANA BOARD OF PLUMBERS
EXPERIENCE VERIFICATION AFFIDAVIT

Each employer you want to be considered for verification must fill out this form.
This form must be returned to the Board of Plumbers before the application will be reviewed.

1. Name of Applicant: _____
 LAST FIRST MI

2. Applicant Address: _____
 CITY STATE ZIP

3. Please complete the experience section below. Each **Position Title** should be represented by Apprentice, Journeyman or Master plumber.

Dates From	Dates To	Position Title	<i>Description of Plumbing Duties and Work</i>	Total Hours

4. Name of Plumbing Contractor or Master Plumber who employed above applicant:

 PRINT NAME OF FIRM, PARTNERSHIP, CORPORATION OR MASTER

5. Address of Employer: _____
 CITY STATE ZIP

6. Telephone of Employer: _____
 PHONE FAX

*ARM 24.180.301 (3) "Installation of plumbing and drainage systems" means, but is not limited to, the measuring, laying-out, cutting, fitting, soldering and gluing of pipe and/or the installation of fixtures and equipment for the purpose of connecting potable water or sewage

I hereby declare under penalty of perjury that information provided on this affidavit is accurate to the best of my knowledge. In signing this affidavit, I am aware that a false statement or evasive answer to any question may lead to subsequent penalties of licensure on ethical grounds.

Legal Signature of Licensed Master Plumber or Contractor Making Statement
(Note: Applicant cannot verify their own hours)

_____ Date

VERIFICATION OF LICENSURE

THIS IS NOT AN ENDORSEMENT CERTIFICATION

PLEASE COMPLETE THIS SECTION OF THE FORM AND **MAIL TO EACH STATE BOARD IN WHICH YOU ARE NOW OR HAVE EVER BEEN LICENSED TO PRACTICE AS A PLUMBER.** YOU MAY COPY THIS FORM AS MANY TIMES AS NEEDED. SOME BOARDS REQUIRE A FEE FOR THIS SERVICE.

STATE BOARD:

I am applying for a license to practice PLUMBING in the State of Montana. The Board of PLUMBERS requires this form to be completed by each state wherein I hold or ever have held a professional/occupational license. This is your authority to release any information in your files, favorable or otherwise, **DIRECTLY** to the **BOARD OF PLUMBERS, PO BOX 200513, 301 SOUTH PARK AVENUE, HELENA, MT 59620-0513.** Your early response is appreciated.

(Signature) Name: _____ (Please print)

Address: _____

License Number is _____ License Type: _____
Apprentice / Journeyman / Master

DO NOT DETACH-- THIS SECTION TO BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE MONTANA BOARD OF PLUMBERS

State of: _____

Full Name of Licensee: _____

License No. _____ Issue Date: _____ Expiration Date: _____

License is current? _____ If NO, explain _____

Obtained by examination: Yes No

Written examination score: _____ Practical examination score: _____

Has license been suspended, revoked, placed on probation or otherwise disciplined? _____

If YES, explain and attach documentation _____

Has licensee ever been requested to appear before your Board? _____

If YES, explain _____

Derogatory information, if any _____

Comments, if any _____

Hours required for licensure _____

BOARD SEAL

Signed: _____
Title: _____
State Board: _____ Date: _____



Montana Department of
LABOR & INDUSTRY
Business Standards Division

SOCIAL SECURITY NUMBER

Applicants for professional licenses must provide a U.S. Social Security Number (SSN), if they have one, to facilitate child support enforcement, see, 42 USC § 666(a)(13) and § 37-1-307, Mont. Code Ann. The Division is also required to use an SSN to report certain license types to the National Health Care Databank, see, 42 USC § 1320a – 7e and 45 CFR § 60.15. An SSN is not required to receive or renew a license. An applicant for initial application who does not have an SSN must complete the following:

ATTESTATION

I, _____ am applying for a
Printed, Full Name of Applicant or Licensee

Montana license as a _____.

I have not been assigned a Social Security Number and am not required to have a Social Security Number. If assigned an SSN after the date of this affidavit, I will immediately report it to the Department of Labor & Industry or its successor administrator.

I declare under penalty of perjury under Mont. Code Ann. §§ 1-6-105 and 45-7-201 that the foregoing ATTESTATION is true and correct. Providing a deliberate falsification is punishable by prison or fine under Mont. Code Ann. § 45-7-202. Providing false information is grounds for denial or summary suspension and revocation of a license, certification, registration or permit under Mont. Code Ann. § 37-1-316.

Signature

Date

Applicant Address of Record

City

State/Province

Country

Postal Code



Montana Department of
LABOR & INDUSTRY
Business Standards Division

CITIZENSHIP, ALIEN, AND IMMIGRATION STATUS

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 restricts professional license eligibility to individuals who qualify based on their citizenship, alien, or immigration status recognized by federal law. See generally, 8 USC § 1621. The Department of Labor & Industry requires all applicants for initial licensure to attest to the following questions under penalty of perjury:

ATTESTATION

I _____, am applying for a
Printed, Full Name of Applicant or Licensee

Montana license as a _____.

- 1. Are you a United States Citizen? YES NO
- 2. If you answered NO to question 1 above, are you (please check one of the following):
 - A “qualified alien” as defined in 8 USC § 1641. See, 8 USC §1621a (1).
 - A nonimmigrant under the Immigration and Nationality Act, 8 USC § 1101 et seq. See, 8 USC § 1621a (2).
 - A nonimmigrant whose visa for entry is related to such employment in the U.S. See, 8 USC § 1621c (2)(A).
 - A foreign national not physically present in the United States. See, 8 USC § 1621c (2)(C).

Other – Please provide detailed explanation: _____

I declare under penalty of perjury under Mont. Code Ann. §§ 1-6-105 and 45-7-201 that the foregoing ATTESTATION is true and correct. Providing a deliberate falsification is punishable by prison or fine under Mont. Code Ann. § 45-7-202. Providing false information is grounds for denial or summary suspension and revocation of a license, certification, registration or permit under Mont. Code Ann. § 37-1-316.

Signature Date

Applicant Address of Record

City State/Province Country Postal Code