



Montana Board of Plumbers

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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/> or download a paper application from the website.
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.