

**APPLICATION FOR JOURNEYMAN**  
**CONSTRUCTION INDUSTRY LICENSING BOARD OF PALM BEACH COUNTY**  
 2300 NORTH JOG ROAD, Ste. 2W-61  
 WEST PALM BEACH, FL 33411-2741

Website: [www.pbcgov.com/pzb/contractors](http://www.pbcgov.com/pzb/contractors) E-mail: [pzbccert@pbcgov.org](mailto:pzbccert@pbcgov.org)  
 PHONE: 561-233-5525 FAX #: 561-233-5554

**INSTRUCTIONS FOR COMPLETING APPLICATION**

**THIS COMPLETE, ORIGINAL APPLICATION, (NO FAXES), MUST BE IN OUR OFFICE BY THE 1<sup>ST</sup> FRIDAY OF THE MONTH THAT YOU WANT THE BOARD TO CONSIDER YOUR APPLICATION.**

**Application is complete if it includes the following:**

- APPLICABLE REVIEW FEE** - Payable to the Board of County Commissions of Palm Beach County by check, money order or cash.

	<u>Review Fee</u>	<u>Balance</u>	<u>Total Amount</u>
<input type="checkbox"/> Certificate of Competency	\$50.00	\$50.00	\$100.00
<input type="checkbox"/> Reciprocity	\$50.00	\$50.00	\$100.00
<input type="checkbox"/> Reinstate an Expired Certificate	\$50.00	\$50.00	\$100.00

- PHOTO** - 1 Recent **Passport photo** of applicant (MAXIMUM 2"x2").
- A CLEAR COPY** of a valid **Driver's License, State ID, Resident Alien Card or Passport**. If ID does not contain address a utility bill is required.
- RESUME**- Must be submitted, include phone numbers for all former employers.
- VERIFICATION OF EXPERIENCE**- Complete affidavit of experience - experience must be verified by a licensed contractor, signature must be notarized, include a **copy of the contractor's license and driver's license**.
- BACKGROUND CHECK**- must be applied for and results submitted prior to handing in an application. Palm Beach County (**ORI Number FL750157Z**) Providers can be found at link below:  
<http://www.fdle.state.fl.us/Criminal-History-Records/Documents/ApplicantLivescanService-ProvidersVendors.aspx>
- RECIPROCITY** - Have the county that originally licensed and sponsored you send a letter of reciprocity to Palm Beach County. A score of **75%** or higher and a copy of a **VALID ACTIVE JOURNEYMAN CERTIFICATE/LICENSE FROM THE COUNTY YOU ARE RECIPROCATING FROM** are required.

- JOURNEYMAN ELECTRICIAN:**  
 Completion Certificate from a **registered 4-year Apprenticeship Program** which includes 4 years of work experience **OR** completion of **2 years in registered apprenticeship program, which includes 2 years work experience and additional 3 years' practical work experience under the direct supervision of a certified or licensed contractor** **OR** **6 years' practical work experience** under the direct supervision of a Certified Electrical Contractor.
- JOURNEYMAN PLUMBER:**  
 Completion Certificate from a **registered 3 year Apprenticeship Program**, which includes **3 years work experience** **OR** **4 years of full time practical work experience** under the direct supervision of a Certified Plumbing Contractor.

- Reciprocity** - Once your application is board approved, we will send you your Journeyman Certificate.



Contractors Certification Division  
Planning, Zoning & Building  
2300 N. Jog Road, 2<sup>nd</sup> Floor Suite 2W-61  
West Palm Beach, FL 33411  
Office (561) 233-5525  
Fax (561) 233-5554  
Email: [PZBCCERT@pbcgov.org](mailto:PZBCCERT@pbcgov.org)  
Website: [www.pbcgov.org/pzb/contractors](http://www.pbcgov.org/pzb/contractors)

## Exam Information for Contractors Certification Licenses

### **Requirements:**

1. Contractors are required to take a Business and Law exam as well as a Construction Trade exam.
2. Journeymen and/or Technicians are required to take only the Trade Exam.
3. Exams may be taken prior to or after the Construction Industry Licensing Board (CILB) approves your Contractors Certification application.

Please note the following:

- All examinations must be taken in Palm Beach County.
- A passing grade of 75% must be achieved on each exam.
- You must have the testing agency(s) notify our office of your passing test scores.
- You must select your testing agency from the approved list below. Please contact the individual testing agency for exam schedules and arrangements.
- **Once you file a Contractors Certification application and it is approved by the CILB:**
  - You must take the exam in Palm Beach County within 60 days of approval by the CILB. A maximum of 4 exams in a category may be taken in 12-month period, but, exams may not be re-scheduled until 60 days have elapsed between exams taken.
  - You must achieve a passing grade of 75% must be achieved on each exam.
  - You must have the testing agency(s) notify our office of all your test results, pass or fail.
  - **You will have thirteen (13) months from the date of approval to meet the remaining licensing requirements. Thereafter, the application becomes null and void.**

### **Where to take the exam:**

Select and contact directly, one of the following CILB approved testing agencies to make arrangements for taking your exam and obtaining study guides. You must inform the testing company of your need to report the results of your exam to our office each time you take the exam

<b>GITS</b> Tel. # (800) 997-2129 Email: <a href="mailto:gitsllc@gitsllc.net">gitsllc@gitsllc.net</a> Website: <a href="http://www.gitsllc.org">www.gitsllc.org</a>	<b>PROV:</b> Tel. # (866) 720-7768 Email: <a href="mailto:Lourdes@provexam.com">Lourdes@provexam.com</a> Website: <a href="http://www.provexam.com">http://www.provexam.com</a>
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### **Exam tips:**

Please note the most common reasons for failing an exam are:

- Not preparing for the exam
- Underestimating what will be tested on the exam
- Not knowing the technical terms as opposed to the common terms in your trade
- Not answering all the questions

Please contact our office should you have any questions regarding the examination process.



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## **Background Fingerprint Service Providers**

Dear Applicant, as of 10/1/2015, the Construction Industry Licensing Board (CILB) has implemented a new ruling to perform livescan fingerprints. You must obtain fingerprints to comply with the application requiring a criminal background check on all applicants.

Below is the Florida Department of Law Enforcement (FDLE) website which you may use to locate a livescan fingerprinting provider:

<http://www.fdle.state.fl.us/Criminal-History-Records/Documents/ApplicantLivescanService-ProvidersVendors.aspx>

The approved Livescan Providers link is maintained by the Florida Department of Business and Professional Regulation (DBPR).

- You may also check with your local law enforcement agencies, such as police departments and sheriff's offices to see if they provide livescan fingerprinting.
- The Palm Beach County Identifier (ORI Number) is **FL750157Z**. This number must be given to the fingerprinting provider in order for Contractors Certification to receive the results. Confirm with the Provider, *prior to selection*, that they can process your fingerprints using our ORI number.
- Contractors Certification must receive the fingerprint results prior to your application being reviewed. *Please feel free to provide a copy of this document to the Fingerprint Provider.*

### CILB Rule #7 Criminal Record:

- (A.) Criminal Background Checks: are to demonstrate that the applicant is of good moral character and is fit for licensure, the applicant must submit to a Level 2 criminal background check conducted by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The cost of the criminal background check is to be covered by the applicant.

If the applicant is found to have a criminal background, the Board may deny issuance of a certificate of competency based upon:

- (1.) the relationship of the crime to contracting;
- (2.) the severity of the crime; or
- (3.) the potential for public harm.

However, the Board may consider as mitigating factors:

- (1.) the length of time since the commission of the crime; and
- (2.) evidence of rehabilitation of the applicant.

The Board may not deny licensure to an applicant based solely upon a conviction or the applicant's failure to provide proof of restoration of civil rights. In determining the issuance of a re-certification, the Board may require the licensed contractor to submit to a criminal background check.

### Check List

**(Please make sure that all documentation has been included prior to turning in your application. An incomplete packet will be returned to you further delaying your licensure.)**

**\$ Fee -(check)**

**Page 1**

- Photo
- Clear and Legible Copy of Drivers License
- Signed and Dated Application
- Letter of Reciprocity (if applicable)

**Page 2 - Resume**

- Resume, Completed or Attached (top half)
- Signed, Dated and Notarized

**Page 3 - Verification of Experience**

- Completed Verification of Experience
- Copies of Contractors DL & License
- Completion Certificate from Apprenticeship Program

- **JOURNEYMAN ELECTRICIAN:** Completion Certificate from a **registered 4-year Apprenticeship Program** which includes 4 years of work experience **OR** completion of 2 years in registered apprenticeship program, which includes 2 years work experience and additional 3 years' practical work experience under the direct supervision of a certified or licensed contractor **OR** 6 years' practical work experience under the direct supervision of a Certified Electrical Contractor.
- **JOURNEYMAN PLUMBER:** Completion Certificate from a **registered 3 year Apprenticeship Program**, which includes 3 years work experience **OR** 4 years of full time practical work experience under the direct supervision of a Certified Plumbing Contractor.



# APPLICATION FOR CERTIFICATE OF COMPETENCY JOURNEYMAN

<b>CONSTRUCTION INDUSTRY LICENSING BOARD OF PALM BEACH COUNTY</b> 2300 N Jog Road, West Palm Beach, Fl 33411-2741 Phone: (561) 233-5525			Scotch Tape Recent Photo Here  2" x 2"  Head & Shoulders Passport Photo
<b>Please type or CLEARLY print all information</b>		<b>Received</b>	
<b>Application fee</b> must accompany the completed application. Application fee is not returnable after application has been entered on the record. All checks must be made payable to <u>BCC - Palm Beach County</u> . Applicant agrees to authorize the Construction Industry Licensing Board of Palm Beach County and its agents to obtain such additional information concerning applicant's financial condition and experience as necessary from any source dealing with the applicant, even though said information might be deemed confidential.			
<b>NOTICE OF COLLECTION OF SOCIAL SECURITY NUMBERS FOR GOVERNMENT PURPOSES: UNDER THE FEDERAL PRIVACY ACT, DISCLOSURE OF SOCIAL SECURITY NUMBERS IS VOLUNTARY UNLESS SPECIFICALLY REQUIRED BY FEDERAL STATUTE. IN THIS INSTANCE, SOCIAL SECURITY NUMBERS ARE MANDATORY PURSUANT TO TITLE 42 UNITED STATES CODE, SECTIONS 653 AND 654: AND SECTIONS 409.2677 AND 409.2598, FLORIDA STATUTES, TO ALLOW EFFICIENT SCREENING OF APPLICANTS AND LICENSES BY A TITLE IV-D CHILD SUPPORT AGENCY TO ASSURE COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS. SOCIAL SECURITY NUMBERS MUST ALSO BE RECORDED ON ALL PROFESSIONAL AND OCCUPATIONAL LICENSE APPLICATIONS AND WILL BE USED FOR LICENSEE IDENTIFICATION PURSUANT TO THE PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT OF 1996 (WELFARE REFORM ACT).</b>			
Under the provisions of Chapter 67-1876 Special Act, Laws of Florida, as amended, defining, regulating and governing contractors within the County of Palm Beach, Florida, I hereby apply for a certificate of competency to qualify as a journeyman in Palm Beach County, Florida:			
_____ Applicant Signature			_____ Date
<b>Check One:</b>		<input type="checkbox"/> Journeyman Electrician or <input type="checkbox"/> Journeyman Plumber	
<b>Citizen of the United States?</b>		<b>Place of Birth:</b>	<b>Date of Birth:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Naturalized Citizen of the United States?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If you are not a citizen are you here on a Visa?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If Yes Type of Visa: (provide copy)</b>			
<b>Must provide copies of your Social Security Card &amp; Driver's License; Also Resident Alien Card, and Passport (if applicable).</b>			
<b>U.S. Social Security #:</b>		<b>Drivers License #:</b>	<b>Issuing State:</b>
<b>Applicant's Legal First Name:</b>		<b>Middle:</b>	<b>Last:</b>
<b>Home Address:</b>			<b>Home Phone:</b>
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>E-Mail:</b>			

<b>Check One:</b>		<input type="checkbox"/> Examination		<input type="checkbox"/> Reinstate an Expired Certificate	
		<input type="checkbox"/> Reciprocity with _____		County	



