



STATE PLUMBING BOARD OF LOUISIANA

MASTER PLUMBER APPLICATION INSTRUCTIONS PLEASE READ COMPLETELY

Section 1378 of LA. R.S. 37:1361 et seq. provides for revoking licenses. This clause applies to applicants, as well as, licensed plumbers. **FALSE STATEMENTS CAN DISQUALIFY YOU FROM TAKING THE EXAMINATION.**

Examinations are held in February, May, August, and November at the State Plumbing Board of Louisiana Administrative Office, 12497 Airline Highway, Baton Rouge, La., 70817 (225) 756-3434. * **Please mail applications and correspondence to the BATON ROUGE OFFICE.** Examination dates are subject to change due to conditions beyond the control of the Board. **EXAMINATION FEE: \$110 (\$100.00 Exam Fee + \$10.00 Processing Charge).** **Books necessary to take the Exam: Title 51 Public Health Sanitary Code - State Register (225) 342-5015 /NASCLA Louisiana Master Plumbers Guide to Business Law & Project Management 1st Edition - (623) 587-9519**

Applicants are scheduled on a first come first serve basis. All applications must be submitted no less than 30 days before any scheduled exam. This application must be legible, filled in by the applicant, properly signed, a photo attached and witnessed before a Notary Public.

To qualify for examination you must have a current Louisiana journeyman plumbing license.

Schedule letters will be mailed 30 days prior to their scheduled exam date. **No applicant should appear for the examination unless he/she has received a notice from the Board.** Notices will be mailed directly to the applicant; therefore it is imperative that the Board have the applicant's correct mailing address. This notice along with picture I.D. will be required before being allowed to take the exam. If an applicant does not appear for the scheduled examination, the exam fee will be forfeited. If an applicant withdraws an application, prior to the examination, 50% of the examination fee will be retained for administrative costs.

Test scores will be mailed out no later than 2 weeks after exam. **Scores can not be given over the phone.** Upon passing the examination, an applicant will be notified to complete the appropriate form and return with a **\$190 Active/ \$40 Inactive fee** for his/her first license. Each license holder will be responsible for taking continuing education each year through an approved provider and renewing this license each year with the State Plumbing Board thereafter before December 31st to avoid delinquent fees.

The applicant MUST SIGN below indicating that the above instructions have been read.

I, _____ have read the instructions to apply for the master
APPLICANT'S SIGNATURE
plumber examination and fully understand that the **instruction sheet is part of my application** and must be
returned in order to qualify. **SIGNED THIS DATE** _____ / _____ / _____

STATE PLUMBING BOARD OF LOUISIANA

Administrative Office: 12497 AIRLINE HIGHWAY, BATON ROUGE, LOUISIANA 70817

PHONE: (225) 756-3434 FAX: (225) 756-3433



MASTER PLUMBER APPLICATION

**PLACE
PHOTO
HERE**

NAME (PLEASE PRINT)		LAST	FIRST	MIDDLE			
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP CODE		
PARISH	SOC.SEC.NO.	-	-	DATE OF BIRTH	/	/	PHONE ()
E-MAIL ADDRESS:							

HAVE YOU EVER BEEN CONFLICTED OF A FELONY ASSOCIATED WITH THE ART OF PLUMBING? **YES / NO (CIRCLE ONE)**
IF YOU ANSWERED YES TO THE ABOVE QUESTION, PLEASE EXPLAIN IN THE SPACE PROVIDED:

EDUCATION AND TRAINING				
NAME OF SCHOOL	LOCATION	YEARS ATTENDED	LAST YEAR	DIPLOMA
ELEMENTARY				
HIGH SCHOOL				
VO-TECH				
COLLEGE				

EMPLOYING ENTITY _____ BUSINESS PHONE () _____
(NAME OF COMPANY)

ADDRESS _____
NO. STREET CITY STATE ZIP CODE

PLEASE CHECK ONE: SOLE PROPRIETORSHIP () PARTNERSHIP () CORPORATION () LLC ()

CURRENT LOUISIANA LICENSES HELD:	
Louisiana Journeyman Plumber	License No. _____ Original license year _____
Louisiana Restricted Master Plumber	License No. _____ Original license year _____
Louisiana Professional Engineer	License No. _____ Original license year _____

Number of years experience in the plumbing trade _____

OTHER LICENSES HELD:			
TYPE OF LICENSE	LOCATION	FROM MONTH/DAY/YEAR	TO MONTH/DAY/YEAR
		/ /	/ /
		/ /	/ /
		/ /	/ /

PLEASE COMPLETE OTHER SIDE

INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION:

- 1.) Your **APPLICATION MUST BE COMPLETE**. An incomplete form will result in a delay in processing your application for the next scheduled master plumber examination.
- 2.) Place a 2" x 2" photograph in the upper right hand corner of the front of this form.
- 3.) Enclose a check or money order in the amount of **\$110.00** (\$100 Exam Fee + \$10.00 Processing Charge).
- 4.) **APPLICANTS ARE SCHEDULED ON A FIRST COME FIRST SERVE BASIS.**

MAIL APPLICATIONS TO: State Plumbing Board of Louisiana
12497 Airline Highway
Baton Rouge, Louisiana 70817
(225) 756-3434

NOTE: Upon passing the examination you will be notified to submit a license fee for the current year license. **THIS LICENSE MUST BE APPLIED FOR IMMEDIATELY UPON PASSING THE EXAMINATION.**
 You will be required to submit information regarding your employing entity and insurance requirements.

FAILURE TO SUBMIT THE LICENSE APPLICATION AND FEE WITHIN 90 DAYS OF NOTICE OF THE EXAMINATION RESULTS WILL REQUIRE RE-EXAMINATION BY THE BOARD.

*****PLEASE HAVE YOUR APPLICATION NOTARIZED BELOW*****

I _____ hereby apply to the State Plumbing Board of Louisiana for a Master Plumber license as indicated by completing the required application. I agree to abide by the Louisiana Plumbing Law and Rules and Regulations of the Board, pay all the necessary fees and submit insurance certificates timely as required in the regulations. I certify that the information submitted on this application is true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE _____

WITNESSES _____

Subscribed and sworn to before me this _____ day of _____ 20 _____

SIGNATURE OF NOTARY _____

NOTARY SEAL

THIS OATH MUST BE TAKEN BEFORE AN OFFICER AUTHORIZED TO ADMINISTER OATHS

ADMINISTRATIVE OFFICE: Executive Director: JOHN BARKER

STATE PLUMBING BOARD OF LOUISIANA
 12497 AIRLINE HIGHWAY
 BATON ROUGE, LOUISIANA 70817
 PHONE: (225) 756-3434 FAX: (225) 756-3433

CANDIDATE BULLETIN

STATE OF LOUISIANA MASTER PLUMBER

ABOUT N.I.T.C.

The National Inspection Testing and Certification Corporation (NITC) is an internationally recognized third party personnel certification agency. NITC is ISO 9002-94 certified and is an ANSI accredited Certifier-Accreditation Number 0645 in the following scope: Fire sprinkler Fitter Mastery Certification, HVAC Mastery Certification, Journeyman Pipefitting/Steam fitting, Journeyman Plumber, Medical Gas Inspector, Medical Gas Instructor and Medical Gas Verifier. NITC is non-discriminatory in accepting applications and issuing certifications to candidates in regards to membership in any trade, association, union, etc., and is in compliance with all US Federal and State ADA regulations.

APPLICATION PROCEDURES AND DETAILED INFORMATION

The State Plumbing Board of Louisiana (SPBLA) shall determine if the candidate is qualified to take the license qualification examination. All candidates must complete an application. Applications and information regarding eligibility requirements, fees and examination dates are provided by:

STATE PLUMBING BOARD OF LOUISIANA
12497 AIRLINE HIGHWAY
BATON ROUGE, LOUISIANA 70817
PHONE: (225)756-3434
www.spbla.com

2015 EXAMINATION DATES

The application shall be submitted no later than 30 days prior to the scheduled date of the examination.

The 2015 examinations are scheduled for:

FEBRUARY 7, 2015

MAY 2, 2015

AUGUST 1, 2015

NOVEMBER 7, 2015

EXAMINATION FACILITY

The Master Plumber examinations are conducted at the State Plumbing Board of Louisiana's testing facility in Baton Rouge, Louisiana at 12497 Airline Highway, Baton Rouge, LA 70817.

ADMISSION TO THE EXAMINATION

When your application is processed and approved by the State Plumbing Board of Louisiana, they will forward your name to NITC. At that time, you will be scheduled for the next examination date. Approximately ten (10) days prior to the examination, the SPBLA will send you an admission letter. This admission letter will show the specific exam date, exam starting time, and the location of the testing facility.

NO WALK-IN APPLICANTS WILL BE ADMITTED.

Only pre-registered candidates will be admitted to take the examination.

If your admission letter is lost, or you do not receive an admission letter two days prior to the examination date, contact the SPBLA office immediately at (225)756-3434. It is the responsibility of the candidate to notify NITC and the SPBLA of any changes of address and telephone number.

SPECIAL REQUESTS FOR TAKING THE EXAMINATION

Requests for special consideration for examinations will be accommodated by NITC if possible; candidates that have a disability that restricts their ability to take a test under the standard conditions may request special testing arrangements. Such requests must accompany the application, and must be received by the normal application closing date. The request should indicate the nature of the disability and the special accommodations needed. Verification of both the disability and the need for special accommodations may be required by a licensed medical professional. Thirty (30) days advanced notice is required for all considerations. **NO ORAL EXAMINATIONS WILL BE GIVEN.**

WHAT TO BRING WITH YOU TO THE EXAMINATION

You **must have** your admission letter and photo identification. You **will not** be admitted for the examination without either. You may also bring the following material to the examination:

1. **TITLE 51 PUBLIC HEALTH SANITARY CODE, PART XIII. (PART 13) SEWAGE DISPOSAL**
2. **TITLE 51 PUBLIC HEALTH SANITARY CODE, PART XIV. (PART 14) PLUMBING**
(You may highlight and/or tag chapters **ONLY**)
3. **NASCLA LOUISIANA MASTER PLUMBERS GUIDE TO BUSINESS, LAW AND PROJECT MANAGEMENT 1ST EDITION**
4. A silent, nonprinting calculator
5. Two, #2 pencils

WHAT NOT TO BRING WITH YOU TO THE EXAMINATION

No PDA's, cellular telephones, wrist watches or any other type of devices that record data are allowed to be used during the examination.

COPYRIGHT EXAMINATION

All examinations are the copyright property of the State Plumbing Board of Louisiana. It is against federal law to copy, reproduce, record or distribute, in whole or any part of the examination, without written permission from the State Plumbing Board of Louisiana.

DESCRIPTION OF THE EXAMINATION

The examination is an OPEN-BOOK exam.

Part I of the examination is eighty (80) multiple-choice questions on **General Plumbing Knowledge**. There is a three (3) hour limit for this part of the exam.

Part II of the examination is twenty-five (25) multiple-choice questions on **Practical Plumbing Knowledge**. There is a two (2) hour time limit for this part of the exam.

Part III of the examination is forty (40) multiple-choice questions on **Business and Law Knowledge**. There is a two (2) hour time limit for this part of the exam.

Note: Any reference to Code in Parts I and II pertains to the Louisiana Plumbing Code, 2000 Edition or Title 51 Public Health Sanitary Code Part XIV. (Part 14) Plumbing. Any reference to the business and law practices, procedures or regulations in Part III pertains to the Master Plumber Guide to Business, Law and Project Louisiana Master Plumbers Reference Manual.

CONTENTS OF PART I

Part I is based on the following contents and the percentage of each is given.

1. Drainage Systems and Sewers 25%
This section tests your knowledge and ability to install, revise and repair sanitary drainage systems. It includes pipe sizing methods and save connection to public and private drainage systems.
2. Water Supply and Backflow Prevention 20%
This section tests your knowledge of plumbing materials, pipe sizing procedures, pipe installation, and revising and repairing water supply and distribution systems. This section also tests your knowledge and ability to properly determine the type of backflow device needed to protect the public health when making these types of connections. The proper methods and procedures for conveying water supply piping from a source from a source to a facility is also included.
3. General Code 15%
This section tests your knowledge and ability to interpret the plumbing Code, interpret blueprints, use tables for pipe sizing, use formulas to determine capacities, volume, pressures, Btu sizing, offsets, etc., as it pertains to plumbing.
4. Materials and Installation Practices 10%
This section tests your knowledge and understanding of the Code in order to install plumbing systems using approved materials and installation practices.
5. Special Wastes and Roof Drains 5%

This section tests your knowledge of materials, methods and sizing for roof drains. It includes piping for indirect wastes, wastes from appliances, sterile equipment, installation of and connections for grease traps and oil and sand interceptors.

6. Fixtures and Trims

5%

This section tests your ability to install, revise and repair all fixtures used in plumbing systems. It also tests your knowledge of materials, spacing and proper installation of fixture trim including valves, traps, faucets and drains.

7. Excavation

5%

This section tests your knowledge of safe excavation practices for piping systems and OSHA requirements for tunneling, excavating, backfilling and compacting.

8. Inspection and Testing

5%

This section tests your knowledge of **Code** requirements for the proper testing (air or water) and inspection of plumbing systems and piping. It also tests your knowledge of applications and permit fees.

9. Individual Sewage Treatment Systems

5%

This section tests your ability to install, revise and repair septic tank systems, sewer piping and connections, distribution boxes, piping for absorption systems and individual mechanical waste water treatment plants. It also tests your knowledge of the **Codes** governing waste water disposal systems, including depths, clearances, and the construction of tanks and boxes.

10. Safety

5%

This section tests your knowledge of OSHA, safe working practices and procedures, and other safety requirements.

CONTENTS OF PART II

Part II is based on the following contents and the percentage of each is given.

1. Drainage Systems and Sewers

28%

This section tests your ability to recognize and utilize isometric and plan drawings, and related specifications to determine correct layout, materials and installation practices and requirements for drainage systems and sewer piping.

2. Water Supply Systems

20%

This section tests your ability to recognize and utilize isometric and plan drawings, and related specifications to determine correct layout, materials and installation practices and requirements for water supply systems.

3. Roof Drain Systems

8%

This section tests your ability to recognize and utilize isometric and plan drawings, and related specifications to determine correct layout, materials and installation practices and requirements for roof drain systems.

4. Installation Practices, Methods and Materials

A. Fitting and Materials

8%

Types of plumbing fittings and materials and their use and application.

B. Tools

12%

Types of tools used in the plumbing industry and their use and application.

C. Procedures

8%

Basic plumbing field practices and procedures.

5. Terminology

4%

This section tests your knowledge of basic plumbing terminology, its use and application.

6. Plans and Specifications

12%

This section tests your knowledge of basic plan and specification use, terminology, symbols and applications.

CONTENTS OF PART III

Part III is based on the following contents and the percentage of each is given.

1. Project Management 18%
This section tests your knowledge of project management related to estimating, bidding, cost accounting, progress payment, etc.
2. Contract Management 17%
This section tests your knowledge of contract management principles and practices including type of contracts, contract documents, etc.
3. Financial Management 10%
This section tests your knowledge of accounting principles, balance sheet, depreciation, definitions, etc.
4. Risk Management 10%
This section tests your knowledge of Bonding, Insurance, etc.
5. Business Planning and Organization 5%
This section tests your knowledge of business structures, sole proprietorship, corporations, managerial functions, planning, etc.
6. Licensing 10%
This section tests your knowledge of state and local registration requirements.
7. Safety (Laws and Regulations) 10%
This section tests your knowledge of OSHA- federal and state regulations, asbestos abatement, state workers' compensation laws, etc.
8. Labor Laws 5%
This section tests your knowledge of the Fair Labor Standards Act, and State Labor Laws.
9. Tax Laws 5%
This section tests your knowledge of Employer's Circular "E" Guide and federal and state tax regulations.
10. Lien Laws 5%
This section tests your knowledge of the state lien laws, applications, definitions, etc.
11. Estimating and Bidding 5%
This section tests your knowledge of estimating and the bidding procedures and practices.

EXAMINATION RESULTS

A NITC approved proctor will administer the examination at the designated testing location. The proctor will ask for proper identification and will instruct the candidates on the correct method of completing the scantron form. A minimum of seventy (70) percent is required to pass each examination category. NITC will forward the results of the examinations to the State Plumbing Board of Louisiana within fifteen (15) working days. The State Plumbing Board of Louisiana will mail to the candidate the results of their examination. **DO NOT CALL THE STATE PLUMBING BOARD OF LOUISIANA OR NITC REQUESTING RESULTS. TESTING RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE.**

QUESTION CHALLENGES AND APPEALS PROCEDURE

Any candidate may challenge, at the conclusion of the examination, any question(s) by completing the question challenge form that is provided in the proctor's examination package. Candidates must request the question challenge form from the proctor. The NITC Certification Staff, as per Section XI of the NITC Rules and Procedures document, shall review any and all challenges. Any candidate may appeal a score of an examination. Appeals shall be filed in writing and received via U.S. Mail, facsimile, or email no later than thirty (30) days from the receipt of the examination score.

REFERENCES

The following references are recommended for review when preparing for this examination:

1. TITLE 51 PUBLIC HEALTH SANITARY CODE, PART XIII. (PART 13) SEWAGE DISPOSAL

This reference is available through:

Office of State Register

1201 North Third Street

Baton Rouge, LA 70802-5243

Phone: (225) 342-5015

Web Site: http://doa.louisiana.gov/osr/lac/Part%20XIII_July2005.pdf

2. TITLE 51 PUBLIC HEALTH SANITARY CODE, PART XIV. (PART 14) PLUMBING

This reference is available through:

Office of State Register

1201 North Third Street

Baton Rouge, LA 70802-5243

Phone: (225) 342-5015

Web Site: http://doa.louisiana.gov/osr/lac/Part%20XIII_July2005.pdf

3. NASCLA LOUISIANA MASTER PLUMBERS GUIDE TO BUSINESS, LAW AND PROJECT MANAGEMENT 1ST EDITION

The Master Plumber Guide to Business, Law and Project Management is available from:

(Cost: \$45.00 plus shipping \$12 one book/ \$6.00 each additional book.)

NASCLA Publications, Inc.

23309 N. 17th Drive, Suite 110

Phoenix, Arizona 85027

Web Site: www.nascla.org

(623)587-9519 or FAX: (623)587-9625

*Orders can be made by phone or mail.

Shipping Priority: 4-5 business days.

Shipping FEDEX: overnight-FEDEX rates apply.