



# APPLICATION FOR CERTIFICATE OF FITNESS

Alaska Department of Labor and Workforce Development

Mechanical Inspection

1251 Muldoon Road, Suite 113

Anchorage, Alaska 99504

For assistance call (907) 269-4929

CERTIFICATE OF FITNESS NUMBER

### APPLICANT INFORMATION (PLEASE PRINT)

Last Name	First Name	MI	Driver's License Number	
Mailing Address			Phone Number	Social Security Number
City	State	Zip	Date of Birth (month/day/year)	
E-MAIL			Weight	Height (feet, inches)

### TYPE OF APPLICATION ( CHOOSE ONE)

<input type="checkbox"/> Reciprocal Electrical Journeyman	2yr Lic.	<input type="checkbox"/> Plumber Journeyman	2yr Lic.
<input type="checkbox"/> Electrical Journeyman	2yr Lic.	<input type="checkbox"/> Plumber Gas	2yr Lic.
<input type="checkbox"/> Electrical Residential	2yr Lic.	<input type="checkbox"/> Plumber Utility	<input type="checkbox"/> Trainee 2yr Lic.
<input type="checkbox"/> Electrical Trainee	2yr Lic.	<input type="checkbox"/> Plumber Trainee	2yr Lic.
<input type="checkbox"/> Journeyman Power Lineman	2yr Lic.	<input type="checkbox"/> Boiler Class 1	3yr Lic.
<input type="checkbox"/> Power Lineman Trainee	2yr Lic.	<input type="checkbox"/> Boiler Class 2	3yr Lic.
<input type="checkbox"/> Renewal		<input type="checkbox"/> Boiler Class 3	3yr Lic.
<input type="checkbox"/> Duplicate License	\$25.00	<input type="checkbox"/> Boiler Class 4	3yr Lic.

### ALL APPLICATION FEES ARE NON-REFUNDABLE ~ PLEASE MAKE CHECKS PAYABLE TO STATE OF ALASKA

- Journeyman Applicants – \$50 application fee only (\$200 license fee is collected upon approval/passing exam)
- Trainee Applicants – \$250 application and license fee
- Renewal Fee – \$200.00 (except Boiler Operator) (other fees may apply, call for information)
- Boiler Operator Applicants – \$200.00 one-time application fee

### RECIPROCAL ELECTRICAL JOURNEYMAN LICENSES

RECIPROCAL STATES (Circle one) AR CO IA MN MT NE ND NH NM OK SD TX WY

License number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Did you obtain this license by **testing**? YES or NO Have you held this license for **one year**? YES or NO

Submit original application with 2 x 2 passport style photo, copy of your electrical license and copy of a photo ID

### SIGNATURE BLOCK

KNOWINGLY PROVIDING A FALSE STATEMENT ON THIS FORM IS PUNISHABLE AS A CLASS-A MISDEMEANOR (AS 11.56.210). I have read this application and understand the statements herein.

APPLICANT SIGNATURE \_\_\_\_\_ CITY \_\_\_\_\_ DATE \_\_\_\_\_

Signed and sworn before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

The space below reserved for Notarial stamp

#### OFFICE USE ONLY\*

#### Certificate of Fitness Status

- APPROVED
- DENIED
- INCOMPLETE
- PENDING \_\_\_\_\_

\*OFFICE USE ONLY: EMPLOYEE SIGNATURE / DATE

NOTE: In the absence of a Notary Public, this application may be signed before: a justice, judge, or magistrate; a clerk or deputy clerk of a court; a United States postmaster; a commissioned officer under AS 09.63.050(4); or a municipal clerk.

Rev 10/20

**ALL SIGNATURES MUST BE ORIGINAL. NO COPIES, SCANS, OR FAXES WILL BE ACCEPTED**



**EXPERIENCE VERIFICATION FORM**  
**Alaska Department of Labor and Workforce Development**  
**Mechanical Inspection**  
 1251 Muldoon Road, Suite 113  
 Anchorage, Alaska 99504

**APPLICANT INFORMATION**

<b>APPLICANT:</b> Last Name First Name MI	<b>APPLICANT:</b> Social Security Number
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Notarized verification of qualified hours is required for licensing with the State of Alaska. Your prompt return of this form to the applicant, filled out completely, would be appreciated. Thank you for your assistance.

**VERIFIED HOURLY EXPERIENCE**

**SELF VERIFICATION IS NOT ACCEPTABLE**

I certify I have direct knowledge that the applicant was employed as (job title): \_\_\_\_\_, while performing installation work subject to the (check one): NEC \_\_\_ NESC \_\_\_ UPC \_\_\_ from (date) \_\_\_\_\_ to (date) \_\_\_\_\_.

Electrician	# Hours	Plumber	# Hours	Boiler	# Years
Commercial/Industrial (EJ)		Commercial/Residential (PJ)		Boiler operator	
Residential (ER) (up to 4-plex)		Water services, sewer, storm line (PU)		Boiler installation /repair	
Linework (LJ)		Gas piping & appliances (PG)		Lbs/Hr or BTU Hr	
Classroom Hours		Classroom Hours		Classroom Hours	

**VERIFIED HOURS MUST BE WORKED DIRECTLY FOR THE EMPLOYER BELOW AND IN ACCORDANCE WITH LOCAL LAWS. NO MAINTENANCE HOURS APPLY TO ANY ELECTRICAL OR PLUMBING CERTIFICATES.**

Printed name of Company \_\_\_\_\_

Company address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_ Fax \_\_\_\_\_

Printed name of Representative \_\_\_\_\_ Title \_\_\_\_\_

Signature of Company Representative (to be Notarized below) \_\_\_\_\_

**NOTARY PUBLIC**

Signed and sworn before me on the \_\_\_\_\_ day of \_\_\_\_\_,  
 20\_\_\_\_, at \_\_\_\_\_,  
 Notary Public \_\_\_\_\_  
 My Commission Expires \_\_\_\_\_

**This space below reserved for Notarial stamp**

**ALASKA BASED UNION VERIFICATION**

**Attach separate sheet to include type of work and list of employers**

- |   |  |
|---|--|
| <input type="checkbox"/> Electrical Journeyman  | <input type="checkbox"/> Plumber/Journeyman    |
| <input type="checkbox"/> Residential Journeyman | <input type="checkbox"/> Plumber/Restricted/PG |
| <input type="checkbox"/> Electrician Trainee    | <input type="checkbox"/> Plumber/Restricted/PU |
| <input type="checkbox"/> Lineman Journeyman     | <input type="checkbox"/> Plumber/Trainee       |
| <input type="checkbox"/> Lineman Trainee        |  |

Union Official Signature \_\_\_\_\_

Union Official Printed Name \_\_\_\_\_

**This space below reserved for Union Seal**

## APPLICATIONS

**Those applying for testing:** all documentation submitted as verification of your hours of experience must be on (1) a State of Alaska Experience Verification Form or; (2) company letterhead and notarized or; (3) verified through an Alaska based union. We need: (1) a current application, (2) original verification of the appropriate number of hours for the license requested, and (3) the \$50 application/test fee. All three items must be submitted together BEFORE we will schedule a test date. You must turn in your application at least two weeks prior to the date you would like to test. Applications and experience verification forms must have original signatures. Copies, scans, or faxes will not be accepted.

**Initial Trainee applicants:** must have (1) a current completed application, (2) a current color photo (no smaller than 2 x 2 in size), (3) documented proof of indenture in an apprentice program accredited by the United States Department of Labor, Education & Training Administration, (4) a letter from your employer on company letterhead, and (5) a \$250.00 fee.

## HOURS REQUIRED

### **Electrical Journeyman Certificate of Fitness**

Requires a minimum of 8,000 hours of legally obtained work experience subject to the National Electrical Code. A minimum of 6000 hours must be commercial/industrial. A maximum of 2,000 hours may be residential. A maximum of 1,000 hours of trade-related classroom training and/or 1,000 hours of power lineman experience may used to meet the 8,000 hours requirement. No maintenance hours will be accepted.

### **Electrical Residential Certificate of Fitness**

Requires a minimum of 4,000 hours of work in the trade. Up to 500 hours of trade-related classroom training can be substituted for 500 hours of the 4,000 hour requirement. This license allows the holder to act as a journeyman on residential sites only. The holder will be considered a trainee level electrician on commercial sites. No maintenance hours will be accepted.

### **Lineman Journeyman Certificate of Fitness**

Requires a minimum of 8,000 hours of legally obtained work experience subject to the National Electrical Safety Code. Up to 1,000 trade-related classroom hours and/or up to 1,000 hours of experience as an electrician may be substituted to meet the work experience requirement.

### **Plumber Journeyman Certificate of Fitness**

Requires a minimum of 8,000 hours of legally obtained work in installation of commercial/residential plumbing. A maximum of 1,000 hours of trade-related classroom training may be used to meet the 8,000 hours requirement. No maintenance hours will be accepted.

### **Plumber Gas Certificate of Fitness**

Requires 4,000 hours of work in the trade. A minimum of 2,000 hours must be in the installation of fuel gas piping. May substitute 2,000 hours of commercial/industrial plumbing installation. Up to 500 trade-related classroom hours may be substituted for the plumbing installation experience. No maintenance hours will be accepted.

### **Plumber Utility Certificate of Fitness**

Requires 1,000 hours of work in installation of water, sewer, or storm lines; may substitute up to 125 trade-related classroom hours.

### **Boiler Operator Certificate of Fitness: 1st Class**

Requires 12 months' experience with a 2nd class license or 24 months experience in boiler operation, maintenance, or repair of boilers having an equal or greater than 100,000 pounds of steam per hour or greater. Must pass test.

### **Boiler Operator Certificate of Fitness: 2nd Class**

Requires 6 months' experience with boilers in the size range of 3,500 to 100,000 pounds of steam per hour or greater carrying a 3rd class license or 12 months experience in boiler operation, maintenance, or repair of boilers having an equal or greater than 100,000 pounds of steam per hour. Must pass test.

### **Boiler Operator Certificate of Fitness: 3rd Class**

40 hours classroom training and three months experience in the operation, maintenance, or repair of boilers while holding a Boiler 4th class or six (6) months experience in the operation, maintenance, or repair of boilers. Must pass test.

### **Boiler Operator Certificate of Fitness: 4th Class**

No experience required. Must pass test.

## EXAMS

**Given by appointment only.** Call the Mechanical Inspection office to schedule testing in Anchorage, Fairbanks or Juneau. Note: Contact the Anchorage office for information on testing in other selected Alaska communities. A government issued picture ID must be presented at the time of testing. There is a four (4) hour maximum time limit on all exams. A score of at least 70 percent is required for passing. If a passing score is not obtained you must wait 30 days from the date of your last exam before re-testing. Exams are graded in Anchorage. Please wait 5 - 7 working days before calling the office for results of exams taken in any city other than Anchorage.

## STUDY GUIDES

Electrical Journeyman	National Electrical Code 2017	Open Book
Electrical Residential	National Electrical Code 2017	Open Book
Lineman Journeyman	Lineman & Cableman's Handbook 13 <sup>th</sup>	Closed Book
	National Electrical Safety Code 2017	
Plumber Journeyman	Uniform Plumbing Code 2018	Closed/Open Book
Plumber Gas	Uniform Plumbing Code 2018	Closed/Open Book
Plumber Utility	Uniform Plumbing Code 2018 CFR's 19.26 Subpart P	Open Book
Boiler Operators	ASME Sections 1, 4, 6, 7, and 8 National Board Inspection Code Boiler & Unfired Pressure Vessels, Alaska State Statutes & Regulations Low Pressure Boilers & High Pressure Boilers' by F.M. Steingress	

## FEES

The application/test fee is \$50.00. The licensing fee is \$200.00 for the 2-year certificate. Fees may be paid by cash, check, and money order, Visa, Mastercard, American Express, or debit card. Please make checks payable to the State of Alaska. **Do not mail cash. NSF check fee is \$25.00.**

## RENEWALS

All journeyman electrical, plumbing, and lineman certificate of fitness renewals are \$200.00 per 2-year renewal. If the certificate has expired more than 90 days, but less than two years, you must pay a \$50.00 application fee plus the prorated amount of time remaining until expiration. If your license has expired more than 2 years, it may not be renewed, and you are required to re-apply and re-test. You must also send a current passport size (2"x 2") photo, a digital photo is acceptable.

A trainee certificate of fitness renewal requires \$200.00 per 2-year renewal and an original letter from the employer on company letterhead or an original notarized statement, stating that the employee "continues to be indentured in a registered apprenticeship program and will be working under the direct supervision of an Alaska certified journeyman at all times." You must also send a current passport size (2 x 2) photo, a digital photo is acceptable.

## CONTINUING EDUCATION REQUIREMENTS

**Electrical Journeyman:** All Electrical Journeymen are required to obtain at least 16 hours of continuing education; a minimum of 8 CEU hours must include significant changes or updates to the NEC.

**Plumber Journeyman:** All Plumber Journeyman are required to obtain at least 16 hours of continuing education; a minimum of 8 CEU hours must include a comprehensive review of the UPC.

Training must be within the 24-month period preceding the date of request for renewal. Proof of completion for the 16 hours training must accompany your renewal request for your Certificate of Fitness. Your renewal application cannot be processed without proof of completion.

**To search for approved providers go to:** <http://www.commerce.alaska.gov/cbp/continuingeducation/sponsor>