

Building Safety & Construction Mechanical Licensing Section

How to Apply

Any individual who desires to be employed as an apprentice plumber in the State of New Hampshire must apply with the Mechanical Licensing Section (603-223-4289 or mechanical.info@dos.nh.gov). We will issue him/her an identification card, which must be carried at all times and presented to an inspector upon request. Every two years we will mail a renewal form approximately 60 days prior to his/her expiration date-if you do not receive the renewal, it can be downloaded from our website. We will renew your identification card only if you are currently enrolled in the apprenticeship program and in trade-related education.

Ask your (potential) employer if they have Standards of Apprenticeship on file with the Office of Apprenticeship. If they do not, the employer should contact Wynn Young at the Office of Apprenticeship at 603-225-1446 and complete a set of Standards and sponsor checklist. Complete an apprenticeship agreement with your employer. If you have previous experience in the trade or in related schooling include that documentation with your apprenticeship agreement. The employer mails or faxes the apprenticeship agreement and work/school records to the Office of Apprenticeship. The employer can call for blank apprenticeship agreements.

Then, the Department of Education will set up the classroom instruction.

This is a four-year program. When the apprentice completes all the requirements the Office of Apprenticeship will issue a CERTIFICATE OF COMPLETION. In order to qualify for the journeyman license examination, an apprentice registered in New Hampshire must present a copy of this CERTIFICATE OF COMPLETION with his/her application form to the Mechanical Licensing Board.

Resources

Plumbing Safety and Licensing Section

NH Division of Fire Safety
33 Hazen Drive
Concord NH 03305
Phone: (603) 223-4289
Fax: (603) 223-4295

Laconia High School

Adult Education
Margaret Selig/Nancy Belair
345 Union Avenue
Laconia NH 03246-2898
Phone: (603) 524-5712
Fax: (603) 524-0647

NH Department of Education

Dean Graziano
21 South Fruit St, Suite 20
Concord, NH 03301
(603) 271-3397
Dean.Graziano@doe.nh.gov

Manchester School of Technology

Karen White/Christine Powers
530 South Porter Street
Manchester NH 03103
Phone: (603) 628-6144, ext 218
Fax: (603) 628-6146

Office of Apprenticeship

Wynn Young
Lauren Smith
Cleveland Federal Building
55 Pleasant Street, Room 3703
Concord NH 03301
Phone: (603) 225-1446/1444
Fax: (603) 226-7761

PHCC ONLINE PLUMBING COURSE (Home Study)

Angela Collins
PHCC National Association
PO Box 180
Falls Church VA 22046
Phone: (800) 533-7694

Hartford Area Career & Technology & Center

Barry Mynter, Evenings
1 Gifford Road
White River Jct., VT 05001
Phone (802) 295-8620 x382

Granite State Trade School

James Fusco
42 Old Manchester Rd
Raymond, NH 03077
Phone: (603) 895-4444

Keene Community Education
Janice Berry/Cindy Osgood
438 Washington Street
Keene NH 03431
Phone: (603) 357-0088, ext. 103
Fax: (603) 357-9070

Vermont Division of Employment & Training
Larry Dennis
PO Box 797
White River Jct., VT 05001
Phone: (802) 295-4133

Dover High School
Nathan Poland
25 Alumni Drive
Dover NH 03820
Phone: (603) 516-4700
Fax: (603) 516-6975

What Every Apprentice Needs to Know

The work process for plumbing apprentices requires 8,000 hours or about 4 years of work experience and on-the-job training. Additionally, an apprentice is required to complete 144 hours of related classroom instruction for every year of the apprenticeship period.

Always fill out an apprenticeship agreement when you start work with a new employer. Failure to do so may result in work hours not counting toward your apprenticeship.

If you have previous experience in the field bring documentation of that experience when you fill out a new apprenticeship agreement. Your employer may give you credit for that experience in box 5 of the apprenticeship agreement. All credit for previous experience must be documented. Record books are the preferred way to document on-the-job-training (OJT).

If you have previous education in the field and want to get credit for it, have your employer include a copy of the transcript with your apprenticeship agreement. Your transcript will be forwarded to the Wynn Young at the US Department of Labor, which will determine what credit, if any, you will receive.

Apprentices are responsible for maintaining their own records. When record books are completed, copy the final month's entry with totals for the previous twelve months, and send it to the Office of Apprenticeship. The new record book will then be forwarded to your sponsor. Please keep copies or originals of your apprenticeship records as they are needed to complete your apprenticeship.

Include your name and the name of your employer on any documents forwarded to the Office of Apprenticeship.

Questions regarding related instruction (apprenticeship classes) may be addressed to: NH Department of Education, 21 South Fruit Street, Suite 20, Concord, NH 03301, phone (603) 271-3893, fax (603) 271-4079.

The Office of Apprenticeship is located at Cleveland Federal Building, 55 Pleasant Street, Room 3703, Concord, NH 03301, phone (603) 225-1444/225-1446.

All plumbing apprentices must have an apprentice card from the Mechanical Licensing Board to be legal out in the field.

Edited 06/29/2020

___ PLUMBING APPRENTICE APPLICATION

___ FUEL GAS FITTER TRAINEE

Last Name: _____ First Name: _____ MI: _____

APPRENTICE / TRAINEE APPLICATION CHECK LIST

BOTH APPLICANT TYPES REQUIRED SUPPORTING DOCUMENTS

- Fee made out to the State of NH / Treasury
- Provide a color photograph at least 2' x 2' or more with no hat and no sunglasses
- Proof of positive Identification of one of the following:
 - A. State Driver's License or ID Card with photo embossed in the document or,
 - B. Photocopy of the applicant's current passport ID displaying the embossed photo of the applicant or,
 - C. Photocopy of any other type of government ID card that displays the applicants name, date of birth, facial features embossed on the document
- Apprentice/Trainee Endorsement letter completed and signed by both the applicant and the master and/or gas sponsor

PLUMBING APPRENTICE REGISTRATION APPLICATION ONLY

- A completed apprenticeship agreement as signed and authorized by the US Department of Labor for the NH Plumbing Apprentice Program to be placed on file no later than the first renewal date.

Fees:
 Gas Fitter: \$190
 Master: \$310
 Journeyman: \$190.00
 Domestic Appliance: \$170
 Apprentice / Trainee: \$90

STATE OF NEW HAMPSHIRE
 DEPARTMENT OF SAFETY, DIVISION OF FIRE SAFETY
 Office of the State Fire Marshal
 Mailing: 33 Hazen Dr. Concord NH 03305
 Physical: 110 Smokey Bear Blvd. Concord NH
 Phone: 603-223-4289 Fax: 603-223-4295
<http://www.nh.gov/safety/divisions/firesafety>

OFFICE USE ONLY

Amount: _____
 Check #: _____
 CC Auth. #: _____
 License #: _____
 Expiration: _____

INITIAL APPLICATION FOR LICENSE

- Service Tech Installation Tech Piping Installer Domestic Appliance Tech
 Master Plumb. Journeyman Plumb. Hearth Installer Apprentice Gas Trainee

Last Name: _____ First Name: _____ MI: _____ Suffix: _____

Maiden Name / Alias: _____ Date of Birth: _____ SS#: _____

****Per RSA 161-B:11; The Mechanical Board is required to obtain your Social Security Number for the purpose of child support enforcement. Except for its use in child support enforcement, your Social Security Number will not be used by the Mechanical Licensing Board and will be held confidential.****

Home Address: _____ Mailing Address: _____

City/Town: _____ City/Town: _____

State: _____ Zip Code: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Employer or Company Name: _____

Physical Address: _____ Mailing Address: _____

City/Town: _____ City/Town: _____

State: _____ Zip Code: _____ State: _____ Zip Code: _____

Phone: _____

- After the age of majority have you been convicted of a felony or, any criminal offense involving injury to a victim or the risk of such injury or any criminal offense involving dishonesty? Yes No
- Have you ever been denied, subject to disciplinary action, had your authorization suspended or revoked or not reinstated to practice as fuel gas fitter or plumber in any jurisdiction? Yes No
- Have you ever surrendered your authorization to practice as a fuel gas fitter or plumber in any jurisdiction in order to avoid or to settle disciplinary charges? Yes No
- Do you have any disciplinary proceedings, settlement agreements or consent decrees undertaken or issued by any authority regulating fuel gas fitters or plumber or any current pending claims against you in any court? Yes No
- Has applicant already taken the licensing examination required for licensure? Yes No

Signature: _____

Date: _____

"I acknowledge that (under 641:3) knowingly making a false statement on this application form is a misdemeanor. I certify that the information I have provided on all parts of the application form and the documents that I have personally submitted to support my application is complete and accurate to the best of my knowledge and belief. I also certify that I have read RSA 153:27 through RSA 153:38 and the rules of the board and promise that, if I am licensed or certified, I will abide by them.

STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY, DIVISION OF FIRE SAFETY
Mailing Address: 33 Hazen Dr Concord, NH 03305
Physical Address: 110 Smokey Bear Blvd, Concord NH
Phone: 603-223-4289 Fax: 603-223-4295
www.nh.gov/safety/divisions/firesafety

MECHANICAL SAFETY AND LICENSING APPRENTICE /TRAINEE ENDORSEMENT LETTER

Name of Trainee/Apprentice: _____

The above named individual is an employee under my supervision. I hereby certify that the above named individual is in the process of obtaining the necessary training and experience to become a NH licensed gas fitter and/or plumber. During this process this individual will work under the direct supervision of a licensed gas fitter/plumber. The above named individual will only work under the scope of a person licensed for a specialty equal to or high than the trainee/apprentice.

Name of Licensed Gas Fitter: _____
NH Gas Lic. #: _____ Expiration Date: _____

Name of Licensed Plumber: _____
Plumber Lic. #: _____ Expiration Date: _____

Physical Address

Address: _____ Home Telephone: _____
City: _____ Email: _____
State: _____ Zip Code: _____

Employer

Company Name: _____

Address: _____ Work Telephone: _____
City: _____ State: _____ Fax: _____
Zip Code: _____

Signature of Licensed Gas Sponsor: _____ Date: _____
Signature of Licensed Plumber Sponsor: _____ Date: _____
Trainee/Apprentice Signature: _____ Date: _____

I attest that the information listed above is true to the best of my knowledge under the penalties of perjury.