

# Building Safety & Construction Plumbing Safety and 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 Plumbing Safety and Licensing Section (603-223-4289). We will issue him/her a yellow identification card, which must be carried at all times and presented to an inspector upon request. Each year we will mail a renewal form at the beginning of his/her birth month, which must be completed and returned before the last day of the month. We will renew your identification card only if you are currently enrolled in the apprenticeship program.

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 Gene Ellis 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

Patricia Tormey  
21 South Fruit Street, Suite 20  
Concord NH 03301  
Phone: (603) 271-3893  
Fax: (603) 271-4079

### **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**

Gene Ellis  
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)

Merry Beth Hall  
PHCC National Association  
PO Box 180  
Falls Church VA 22046  
Phone: (800) 533-7694

### **Hartford Area Career & Technology & Center**

Barry Mynter, Evenings

### **Granite State Trade School**

James Fusco  
PO Box 374

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

Auburn NH 03032  
Phone: (603) 483-3083

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**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

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**Dover High School**

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

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## 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 Gene Ellis 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.**