



# THE CITY OF POUGHKEEPSIE

New York  
BUILDING DEPARTMENT  
PO BOX 300  
POUGHKEEPSIE, NY 12602  
Phone: 845-451-4007  
Fax: 845-451-4006

## INSTRUCTION FOR MAKING APPLICATION FOR CERTIFICATE OF COMPETENCY

Completion of the attached Application for Examination for Certificate of Competency must be completed for approval of the Application. In order to process the application as quickly as possible, the following are required:

1. Any person who desires to procure a Certificate of Competency must make an application for examination and shall pay to the City of Poughkeepsie a non-refundable examination fee of **two hundred-fifty dollars, (\$250.00)** at the time of filing the application. If you are paying by check, make the check payable to the City of Poughkeepsie.
2. If you have a license to do plumbing with any other municipality within New York State, (**except the 5 boroughs of New York City**) please indicate your license number, date of issuance, and attach copies of your license to the application. Photo ID required.
3. All persons must show that s/he has experience of at least five (5) years as a journeyman plumber; or has graduated from a four year college or university with a major course work in plumbing engineering and must have one (1) year experience as a journeyman; or shall be a licensed professional engineer.
4. When filling out the application, please make sure that you fully complete the application, including your name, address, telephone numbers, and dates that you've worked for your previous employers.
5. If all or part of five years as a journeyman has been as "self-employed" or an independent contractor, please list the names, addresses and phone numbers of at least five people, firms or corporations who have letters, affidavits, or other written evidence as to the work you performed during each year that you were self-employed.
6. All examinations will be held in January, April, August, and November of each year. All applications must be in for review prior to the plumbing board meeting the month before the examination date. Any application received after the plumbing board meeting will be held for the next examination date.
7. If the application is approved by the Board, notification of this approval will be mailed at least two (2) weeks prior to the examination date.
8. Upon completion of the application form, please make sure that your signature is notarized by a Notary Public.

Please be advised that all examinations are taken from the present **Plumbing Code of New York State and Residential Code of New York State**. Also, the handicapped general requirements in **ICC/ANSI A 117.0-98** will be covered. Study material is available online at [www.constructionbook.com](http://www.constructionbook.com)

Recommended study guides - # 120-5120-07 Plumbing Code, #120-5104-07 Residential Code, PB, #220-9503-04 ADA Manual



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**PLBL -\$250.00**

## APPLICATION FOR EXAMINATION *for* CERTIFICATE OF COMPETENCY

To the examining Board of Plumbers of the City of Poughkeepsie:

I hereby apply for the examination for certificate of competency and, in compliance with the provisions of the General City Law and the Plumbing Code of the City of Poughkeepsie, do hereby certify under oath as follows:

1. My name is: \_\_\_\_\_
2. My place of birth: \_\_\_\_\_
3. I am a citizen of : \_\_\_\_\_
4. If naturalized, give date and place of naturalization: \_\_\_\_\_
5. My current residence address/phone: \_\_\_\_\_  
\_\_\_\_\_
6. My business address/phone: \_\_\_\_\_  
\_\_\_\_\_
7. My current occupation (position): \_\_\_\_\_  
\_\_\_\_\_
8. My occupation and the name and address of my employers during the past five (5) years have been.

**NOTE: the address must be included. Phone numbers requested.**

<u>POSITION</u>	<u>FROM</u>	<u>TO</u>	<u>EMPLOYER</u>	<u>PHONE #</u>
	(mo/yr)	(mo/yr)	(address)	

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**Cert of Competency**

<b><u>POSITION</u></b>	<b><u>FROM</u></b> <b>(mo/yr)</b>	<b><u>TO</u></b> <b>(mo/yr)</b>	<b><u>EMPLOYER</u></b> <b>(address)</b>	<b><u>PHONE #</u></b>
_____				
_____				
_____				
_____				

9. I now hold or have held certificates of competency issued by examining boards of plumbers in the following municipalities: (Please give date of issuance and attach copies hereto.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Attached hereto and made a part hereof is evidence in writing that I have had at least five years experience as a journeyman plumber, such evidence consisting of letters, affidavits or other written papers or document signed or verified by my employers and/or persons, firms or corporations for whom I have performed major plumbing work as a self-employer or independent contractor. List the names of all master plumbers whose letters, affidavits or other written evidence are attached, by whom you have been employed as a journeyman plumber (not as apprentice) with dates of employment by month and year. If all or part of your five years' journeyman experience has been as self-employed or independent contractor, list names and addresses of (not less than five) persons, firms or corporations, whose letters, affidavits or other written evidences are attached, for whom you have performed journeyman plumbing services during each of the years of such self-employment.

<b>Employment with Master Plumber</b>	<b>From</b>	<b>To</b>
(Include address)	Year & Month	Year & Month

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

