

CERTIFICATION OF QUALIFICATION

City of Laramie Code Administration Division
P.O. Box C, Laramie, WY 82073
contractorlicensing@cityoflaramie.org
Phone: 307-721-5271 Fax: 307-721-5248

OFFICE USE ONLY
Certificate #: _____
Date Issued: _____

Type of Certificate Requested:

- | | | |
|---|--|---|
| <input type="checkbox"/> Electrical Apprentice | <input type="checkbox"/> Lawn Sprinkler Supervisor | <input type="checkbox"/> Plumbing Apprentice |
| <input type="checkbox"/> Electrical Journeyman | <input type="checkbox"/> Mechanical Apprentice | <input type="checkbox"/> Plumbing Journeyman |
| <input type="checkbox"/> Electrical Master | <input type="checkbox"/> Mechanical Journeyman | <input type="checkbox"/> Plumbing Master |
| <input type="checkbox"/> Fire Protection Supervisor | <input type="checkbox"/> Mechanical Master | <input type="checkbox"/> Refrigeration Supervisor |
| <input type="checkbox"/> Gas Service Apprentice | <input type="checkbox"/> Petroleum Supervisor | <input type="checkbox"/> Water Sewer Supervisor |
| <input type="checkbox"/> Gas Service Journeyman | | |
| <input type="checkbox"/> Gas Service Supervisor | | |

Applicant:

Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ email _____

Experience:

List experience and education, starting with the most current employer.

- Employer _____
From/to _____
Type of work _____
- Employer _____
From/to _____
Type of work _____
- Employer _____
From/to _____
Type of work _____

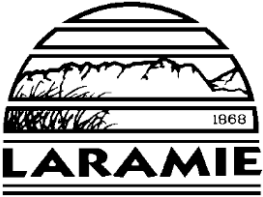
Qualifications:

List any education, certificates, tests, or licenses relevant to this application. Attach copies of each.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge.

Signed _____

Date _____



VERIFICATION OF EXPERIENCE
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This form must be completed by a person knowledgeable of the applicant's experience.

Name of Applicant _____

Address _____

City _____ State _____ Zip Code _____ email _____

Name of Verifier _____

Address _____

City _____ State _____ Zip Code _____

Phone (_____) _____ email _____

Verifier's License Type & Number: _____

Licensing Authority Name: _____

Address _____

City _____ State _____ Zip Code _____

This applicant was employed by me from _____ to _____

Tell in your own words what you know of the applicant's experience. Describe the applicant's position and type of work performed. Give any other details that might aid in evaluating experience. Use reverse side if needed.

I certify that the above information is true and correct. _____

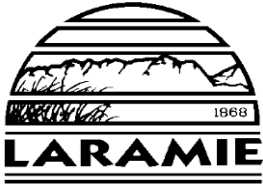
Signature of Verifier (Must be witnessed by Notary)

Date

State of Wyoming)
) SS.
County of Albany)

Signed before me on _____ day of _____
Month/ Year

Notary Signature
(seal)
My commission expires: _____



CITY OF LARAMIE
 CODE ADMINISTRATION DIVISION
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CERTIFICATE OF QUALIFICATION INSTRUCTIONS AND INFORMATION

This packet contains an application for a Certificate of Qualification. If you have any questions, contact the Code Administration Office at 307-721-5274.

No application will be considered unless it is complete and contains notarized verification for all work required to fulfill the education/experience requirements. You will be notified within 30 days of your application of any action taken.

Experience Required – City code requires each applicant for a Certificate of Qualification to have a minimum amount of experience in the trade in which they are making application. Experience is defined as any combination of direct, on-the-job training or education relevant to the trade and an official test result indicating **PASS** in the certification level that the applicant is applying for. An exam (test) administered by Pearson Vue or other approved governmental agencies with a **PASS** for the certification level that is being applied for is required, except for the certification level of Apprentice. An Apprentice must be employed by a licensed contractor and be under direct supervision of a contractor or journeyman.

Minimum experience requirements, in years:

	MASTER	JOURNEYMAN	APPRENTICE
Plumbing	3	4	*
Mechanical	3	4	*
Gas Service	2	3	*
Refrigeration	2	3	*
Fire Protection	2		
Petroleum Products	2		
Lawn Sprinkler	1		
Water/Sewer Utility	2		
Water Softener	1		

***Apprentice must be employed with a Licensed Contractor.**

Examination: All examinations for individual certification (Master & Journeyman) is administered through Pearson Vue for Wyoming Association of Municipalities (WAM) or International Code Council (ICC). Contact Pearson Vue for additional information: 877-234-6082 or PearsonVue.com. An official test result of **PASS** in the certification level of the applicant must be provided with the Certification of Qualification and Verification of Experience.

Fees: A fee for a Master/Supervisor, Journeyman, or Apprentice is required to obtain the certificate for the calendar year. The fee schedule is listed on the following page.

Renewals: Certificate of Qualification expires on December 31st of each year and shall be renewed by January 31st of the following calendar year. Any work performed after the expiration of the certificate and prior to obtaining a renewal of certificate is in violation. Certificate of Qualification renewed after January 31st shall require a new application to be filed with a new application fee.

Fee Schedule for Individuals:

Type	New	Renewal
Master/Supervisor	\$20.00	\$15.00
Journeyman	\$15.00	\$10.00
Apprentice	\$10.00	\$5.00

<i>Electrical</i>	<i>New</i>	<i>Renewal</i>
<i>Master</i>	<i>\$15.00</i>	<i>\$10.00</i>
<i>Journeyman</i>	<i>\$10.00</i>	<i>\$5.00</i>
<i>Apprentice</i>	<i>\$8.00</i>	<i>\$3.00</i>
<i>Contractor</i>	<i>\$200.00</i>	<i>\$25.00</i>