



APPLICATION FOR CERTIFICATE OF FITNESS

Alaska Department of Labor and Workforce Development

Mechanical Inspection

1251 Muldoon Road, Suite 113

Anchorage, Alaska 99504

Anchorage (907) 269-4963 Fax Number (907) 269-4932

Fairbanks (907) 451-2894

Juneau (907) 465-4842

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

- **Testing applicants** – send \$50 application fee only (after passing exam, \$200 license fee is collected).
- **Boiler testing applicants** - \$200.00 initial one time application fee (no license or renewal fees apply).
- **Renewal fee** - \$200.00 (If license has expired more than 90 days but less than 2-years the fee is \$250.00).
- **Initial Trainee fee - \$250.00 Renewal Trainee \$200.00** even if the license has expired more than 90 days).
- **Include a copy of your State Journeyman license and 2 x 2 passport style photo with application.**

RECIPROCAL ELECTRICAL JOURNEYMAN LICENSES – FEE \$250.00

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

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION SUPPLIED ABOVE IS TRUE AND ACCURATE (AS 09.63.010 - .020). I have read this application and understand the statement herein.

APPLICANT SIGNATURE _____ CITY _____ DATE _____

Signed and sworn before me this _____

day of _____

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.



EXPERIENCE VERIFICATION FORM
 Alaska Department of Labor and Workforce Development
Mechanical Inspection
 1251 Muldoon Road, Suite 113
 Anchorage, Alaska 99504
 Phone (907) 269-4963

APPLICANT INFORMATION

APPLICANT: Last Name First Name MI	APPLICANT: 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 follows (**job title**): _____, subject to (**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 8 ACC 90.890. 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 this _____ day of _____

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 a State of Alaska Experience Verification Form and **notarized**, or company letterhead and **notarized**, or 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 as a packet 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.

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.

HOURLY REQUIREMENTS

Electrical Journeyman Certificate of Fitness

Requires a minimum of 8000 hours work experience subject to the National Electrical Code. A minimum of 6000 hours must be commercial/industrial. A maximum of 2000 hours may be residential. A maximum of 1000 hours of trade-related classroom training and/or 1000 hours of power lineman experience may be part of the 8000 hours requirement. No maintenance hours apply.

Electrical Residential Certificate of Fitness

Requires a minimum of 4000 hours of work in the trade. Up to 500 hours of trade-related classroom training can be substituted for 500 hours of the 4000 hours requirement. This license allows the holder to act as a journeyman on residential sites only. The holder will be a trainee on commercial sites. No maintenance hours apply.

Lineman Journeyman Certificate of Fitness

Requires a minimum of 8000 hours work experience subject to the National Electrical Safety Code. Up to 1000 trade-related classroom hours and/or up to 1000 hours of experience as an electrician may be substituted to meet the work experience requirement.

Plumber Journeyman Certificate of Fitness

Requires 8000 hours of work in installation of commercial/residential plumbing. Up to 1000 hours of trade-related classroom training may be substituted for time in the field. No maintenance hours apply.

Plumber Gas Certificate of Fitness

Requires 4000 hours of work in the trade. A minimum of 2000 hours must be in the installation of fuel gas piping. May substitute 2000 hours of commercial/industrial plumbing installation. Up to 500 trade-related classroom hours may be substituted for the plumbing installation experience. No maintenance hours apply.

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 2014	Open Book
Electrical Residential	National Electrical Code 2014	Open Book
Lineman Journeyman	Lineman & Cableman's Handbook 12 th Edition	Closed Book
	2012 National Electrical Safety Code	
	Transformers	
Plumber Journeyman	Uniform Plumbing Code 2012	Closed/Open Book
Plumber Gas	Uniform Plumbing Code 2012	Closed/Open Book
Plumber Utility	Uniform Plumbing Code 2012	Open Book
	CFR's 19.26 Subpart P	
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. Steingross	

FEES

The application/test fee is \$50.00. The licensing fee is \$200.00 for the 2-year certificate. Initial Trainee certificates of fitness are \$250.00 and \$200 for renewal. Reciprocal Electrical Journeyman 2-year license - \$250.00. Fees may be paid by cash, check, and money order, Visa or Mastercard. 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 re-application fee (total of \$250.00). If your license has expired more than 2 years 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 a comprehensive code class that reviews the entire NEC code. 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. Failure to provide proof of continuing education will result in the Department not issuing a new license, and your renewal may be returned.

Plumber Journeyman: Beginning January 1, 2013 An applicant for renewal of Plumber Journeyman Certificate of Fitness shall be required to submit proof of 16 hours of training from a state approved provider.

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