

Construction Trades Qualifying Board

List of Certification Categories

Plumbing

- *Journeyman Plumber (B)
- *Journeyman Gas Fitter (B)
- *Master Plumber (A)
- *Master Gas Fitter (A)
- *Master Lawn Sprinkler (A)
- *Master Swimming Pool Maintenance (Limited or Unlimited) (A)
- *Master Swimming Pool Piping (A)

Mechanical

- *Journeyman Air Conditioning (B)
- *Journeyman Fire Sprinkler (B)
- *Journeyman Gasoline Tank & Pump (B)
- *Journeyman General Mechanical (B)
- *Journeyman Heating (B)
- *Journeyman Insulation (B)
- *Journeyman Pneumatic Control Piping (B)
- *Journeyman Pressure & Process Piping (B)
- *Journeyman Refrigeration (B)
- *Journeyman Room Air Conditioning (B)
- *Journeyman Sheet Metal (B)
- *Journeyman Steam Generator Boilers & Piping (B)
- *Journeyman Warm Air Heating (B)
- *Master Air Conditioning Limited (A)
- *Master Air Conditioning Unlimited (A)
- *Master Ammonia Refrigeration (A)
- *Master Elevator Maintenance & Service (A)
- *Master Gasoline Tank & Pump (A)
- *Master General Mechanical (A)
- *Master Heating (A)
- *Master Insulation (A)
- *Master Pneumatic Control Piping (A)
- Master Pneumatic Tube Conveyor System (A)
- *Master Pressure & Process Piping (A)
- *Master Refrigeration & Air Conditioning (A)
- *Master Refrigeration Limited (A)
- *Master Refrigeration Unlimited (A)
- *Master Room Air Conditioning (A)
- *Master Sheet Metal (A)
- *Master Steam Generator Boiler & Piping (A)
- *Master Transporting Assembly Install (A)
- *Master Transporting Assembly Maintenance & Service(A)
- *Master Warm Air Heating (A)

Liquefied Petroleum

Liquefied Petroleum Gas Installer (A)

*Examination Categories

(A) = 2 part Exam – Business and Technical

(B) = 1 part Exam – Technical



Construction Trades Qualifying Board

BUILDING CODE COMPLIANCE OFFICE
140 West Flagler Street, Suite 1603
Miami, FL 33130-1563

PHOTOGRAPH

One recent photo must be attached

SECTION A: to be filled out by the individual that is filing for a **PERSONAL CERTIFICATION**

PLEASE TYPE OR PRINT (must be legible). An answer must be provided for each question. If a question does not apply indicate "N/A".

Trade and category applying for _____

If exam category, provide exam date _____

- Name _____ Social Security No. _____
Phone: Home _____ Work _____ Pager or Cellular _____
Fax: _____ Email Address: _____
Address _____ City _____ State _____ Zip Code _____
Driver's License No. _____ Place of Birth _____ Date of Birth _____ Age _____

Include copy of Driver's License

- Number of years working in trade applied for: _____ Yrs. as a Trainee: _____ Yrs. as Journeyman: _____
- If applying for a MASTER examination and the prerequisite is a Miami-Dade County Journeyman certification, when did you pass the Journeyman examination? _____
- Have you previously taken an examination in Miami-Dade County in the category you are now applying for? Yes _____ No _____
If Yes, when? _____
- Were you previously denied in Miami-Dade County to take an examination? If yes, in which category and for which exam date?
Category _____ Exam date _____
- As a condition of this application, you will be responsible for becoming familiar with and abiding by the requirements of Chapter 10 of the Code of Miami-Dade County. Have you read Chapter 10 of the Code of Miami-Dade County? Yes _____ No _____
- Do you hold a certificate/license in any of the construction trades issued by any county or state board? Yes _____ No _____
If yes, attach copy.

IMPORTANT NOTE!

All trade experience must be documented by LETTERS from all subject employers (employers must include their contractor license no.), W-2 forms, and/or other documentary proof of such experience may be required before the Construction Trades Qualifying Board (CTQB) can review your application. It is the applicant's responsibility to contact employers and obtain from them such documentary proof to be submitted by the applicant upon filing this application.

TRADE EXPERIENCE

- List below your complete trade experience related to the category for which you are applying. Be accurate and detailed since this information will be verified. If additional space is needed please use back of this page.
(BEGIN WITH CURRENT EMPLOYER)

					DATE	
					FROM: Month/Yr.	TO: Month/Yr.
Company	Street	City	State	Zip		
In what capacity did you work, or what did you do?						
Company	Street	City	State	Zip		
In what capacity did you work, or what did you do?						
Company	Street	City	State	Zip		

Company	Street	City	State	Zip		
In what capacity did you work, or what did you do?						
Company	Street	City	State	Zip		
In what capacity did you work, or what did you do?						
Company	Street	City	State	Zip		
In what capacity did you work, or what did you do?						

EDUCATION

9. Please provide the following information about your educational background.

HIGH SCHOOL _____ City _____ State ____ Year _____

If applicable General Education Degree (GED) _____ City _____ State ____ Year _____

VOCATIONAL/TRADE SCHOOL _____ City _____ State ____ Year _____

COLLEGE _____ City _____ State ____ Year _____

DEGREE TITLE _____ Year Obtained _____

POST GRADUATE _____ City _____ State ____ Year _____

OTHER SCHOOLING (Military Service or other) _____

LIST RELEVANT SCHOOL COURSES TAKEN _____

LICENSURES _____

FUTURE BUSINESS INTENT

(Not applicable to Journeyman and Maintenceman applicants)

10. Do you intend to go into business or to qualify a company? Yes ____ No ____ If yes, please indicate below which type of business you may be interested in applying for:

____ Sole Proprietorship ____ Partnership ____ Corporation/Other Business Entity

If you indicated above intent to later obtain a contractor's business certificate, the applicable forms will be forwarded to you once your personal certification application has been approved.

RESUME OF APPLICANT'S EXPERIENCE

In order for the CTQB to properly assess your experience in terms of authorized scope of work categories listed in Chapter 10 of the Code of Miami-Dade County, it is required that you complete this resume.

- 11. PLEASE EXPLAIN IN DETAIL THE WORK YOU HAVE PERFORMED IN THE FIELD IN CONJUNCTION WITH THE CATEGORY IN WHICH YOU ARE REQUESTING TO BE CERTIFIED. IN ADDITION, HIGHLIGHT THOSE JOBS THAT BEST DEMONSTRATE THE SKILLS REQUIRED FOR THE APPLICABLE TRADE.

(ATTACH ADDITIONAL SHEET IF NECESSARY)

I certify that the above described work and experience recorded represents to the best of my knowledge all information relative to the scope of work and category for which I am applying. I further certify that all supporting documentation submitted with this application is true and accurate. I understand that an issuance of a personal certificate does not permit me to act as a contractor in the trade concerned and in order to work in the trade I must be employed by a licensed contractor. I realize that if I do contract without a contractor's business certificate of competency, I will face the possibility of receiving a fine of up to \$5,000 on each count and my personal certificate could be suspended or revoked by the Miami-Dade County Construction Trades Qualifying Board. I understand that refunds may be granted **only** for exam categories under specific circumstances outlined in Section 10-23 of the Code of Miami-Dade County and include a non-refundable process fee of \$80.

X _____
Applicant's Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ ,
20 ____ , by _____ , who is personally known to me or who has
produced a _____ as identification and who did / did not take an oath.

NOTARY PUBLIC

FOR DEPARTMENT USE ONLY

Fee _____ Process No. _____ Clerk _____ Date _____

Is this application for a late renewal (missed more than two consecutive renewal periods) of a personal certificate?
Yes _____ No _____

Special Exam Provisions: _____ Applicant Initials: _____ Date: _____

Notes _____

Review of PERSONAL APPLICATION

Approved

Rejected

Board Appearance Required

FOR CTQB USE ONLY

APPROVED REJECTED

Special instructions/comments from CTQB _____

By: _____
CTQB Member (Signature)

Date: _____

(Print Name)

Checklist

Personal Application

- 1. Copy of Drivers License**
- 2. Copy of Social Security Card**
- 3. Passport Size Photograph**
- 4. Letter of Reciprocity**
- 5. Completed Application(s)**
- 6. Signed & Notarized**
- 7. Fee(s)**
- 8. Copy of County License**

INCOMPLETE APPLICATIONS WILL BE RETURNED