



Construction Trades Qualifying Board APPLICATION FOR PERSONAL CERTIFICATION

APPLICATION FEES

PERSONAL APPLICATION FEES

JOURNEYMAN AND MAINTENANCEMAN.....	\$ 240.00
MASTER AND INSTALLER.....	\$ 315.00
BUILDING/BUILDING SPECIALTIES PERSONAL CERTIFICATE.....	\$ 315.00
ENGINEERING PERSONAL CERTIFICATE.....	\$ 315.00

MAKE CHECK PAYABLE TO MIAMI-DADE COUNTY

Refunds may be granted **only** for exam categories under specific circumstances outlined in Section 10-23 of the Code of Miami-Dade County. In those cases where a refund is applicable, there will be a non-refundable processing fee of \$80. Refund requests must be made in writing no later than six months from the exam date. Original receipt must be presented for a refund.

APPLICATION SUBMITTAL

Return this application and all supporting documents by mail to the Miami-Dade County Building and Neighborhood Compliance Department, Contractor Licensing, 11805 S.W. 26 Street, Room 207, Miami, FL 33175-2474. You may also hand deliver documents to Contractor Licensing located on the 2nd floor of the same building. If you have questions, please contact one of the following Contractor Licensing staff at (786) 315-2880.

Licensing Clerk	Valease Spann
Licensing Clerk	Lourdes Maytin
Licensing Clerk	Karen Jackson
Licensing Clerk	DaShawn Williams
Licensing Clerk	Rafaela Castellon
Licensing Clerk	Melinda Thomas
Supervisor	Shirley Brown

*For Engineering categories, return application and all supporting documents to the Public Works Department at 111 NW 1st Street, Suite 1510, Miami, FL 33128. For further information call (305) 375-2705.

FILING DATE

All licensing categories requiring an exam must be reviewed and approved by the Construction Trades Qualifying Board prior to taking an exam. The completed application along with the supporting documents as required with the fee must be received at least thirty (30) calendar days before the next scheduled CTQB meeting. A notice will be sent to the applicant indicating the date, time and location of the requested examination at least 10 days prior to the next scheduled exam.

Construction Trades Qualifying Board

List of Certification Categories

Building

*General Contractor (A)
*Residential Contractor (A)

*Building Contractor (A)

**Does not include Roofing or Swimming Pool

Building Specialties

Caulking
Canvas Awning
*Communication Tower (A)
Concrete Finishing
*Concrete Forming & Placing (A)
*Concrete Slab Sawing & Core Drilling (A)
*Demolition (A)
Door
*Drywall (A)
*Fence (A)
Finish Carpentry (Store Fixtures & Cabinets)
Flagpole
Flooring
Garage & Industrial Door
*Glass & Glazing (A)
Gypsum Drywall Finisher
Gypsum Drywall Installer
Insulation & Acoustical Tile
*Lathing & Plastering (A)
Masonry & Decorative Fence
*Metal Awning & Storm Shutter (A)

*Metal Decking & Siding (A)
Metal Partition (cannot be combined with
Gypsum Drywall Finisher and/or Installer)
*Miscellaneous Metals (A)
Ornamental Iron
Painting
*Pneumatic Concreting & Pressure Grouting (A)
*Pre-stressed Precast Concrete Erection (A)
Public Seating
*Reinforcing Steel Placing (A)
*Roof (A)
*Rook Deck (A)
*Screen Enclosure
Sheet Metal Gutter & Downspout
Shower & Tub Enclosure
*Sign (Non-Electric) (A)
*Structural Steel Erection (A)
*Swimming Pool (A)
Tennis Courts (Surfacing Paving)
Traditional Thatched Hut
*Unit Masonry, Marble & Exterior Veneer (A)
Waterproofing

Maintenance

*Building Maintenance (B)
*Maintenance Electrician (B)

*Mechanical Maintenance (B)
*Plumbing Maintenance (B)

Electrical

*Journeyman Electrician (B)
*Journeyman Burglar Alarm (B)
*Journeyman Fire Alarm (B)
*Journeyman Sign Electrician (B)

*Master Electrician (A)
*Master Burglar Alarm (A)
*Master Electric Utility (A)
*Master Fire Alarm (A)

*Master Low Voltage (A)
*Master Sign Electrician (A)
*Master TV Antenna (A)

*Examination Categories
(A) = 2 part exam, Business and Technical
(B) = 1 part exam, Technical

CONTINUED ON BACK

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 (Residential or Commercial) (A)
- *Master Swimming Pool Piping (A)
- Master Portable Chemical Toilets

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)

*Examination Categories

(A) = 2 part Exam – Business and Technical

(B) = 1 part Exam – Technical



Construction Trades Qualifying Board

BUILDING AND NEIGHBORHOOD COMPLIANCE DEPARTMENT
11805 S.W. 26 Street, Room 207
Miami, FL 33175-2474

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 _____ Last 4 digits of SS# _____
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



Construction Trades Qualifying Board AFFIDAVIT OF TRADE EXPERIENCE

This is to certify that _____ is/was

employed by _____

located at _____

Telephone #: _____

from _____ to _____

His/her total length of time in the field was _____

The specific type of work performed consisted of the following:

MUST BE COMPLETED BY THE CONTRACTOR

I am the Qualifier of the above firm or corporation and hold a current certificate of competency

Card # _____ issued by _____ as a

Contractor.

Signature: _____

Print: _____

STATE OF FLORIDA)

SS:

COUNTY OF DADE)

I hereby certify that on this ____ day of _____, A.D. 20____ before me did personally appear _____ to me known to be the person described in and who executed the forgoing instrument and did acknowledge that he/she executed the same freely and voluntary and for the uses and purposes therein mentioned and that all statements contained therein are true and honest to the best of his/her knowledge.

WITNESS my signature at Miami, in the County and State aforesaid on the day and year last aforesaid.

NOTARY PUBLIC: _____

My commission expires

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)

Educational Prerequisite for all Non-Examination Categories of Licensure

Each individual making application for a non-examination category of licensure, shall obtain, previous to application, sixteen (16) hours of formal classroom training through attendance at courses provided by Miami-Dade County approved course sponsors.

Of the sixteen (16) hours, a minimum of one (1) hour shall be required in each of the following courses:

- (a) Workplace safety/OSHA**
- (b) Business practices**
- (c) Workers' compensation**
- (d) Laws and rules regulating the construction industry**

Acceptable topics of these courses are shown below:

- (a) Safety/OSHA topics include:** courses related to: OSHA safety; workplace safety programs; safety manuals; ladders and scaffolding; electrical safety; fire safety; and procedures for the safe use of tools and equipment.
- (b) Business practice topics include:** courses related to bookkeeping and accounting practices; managing cash flow; estimating and bidding jobs; negotiating and interpreting contracts and agreements; processing change orders; controlling purchasing; scheduling; controlling expenses; insurance and bonding related to construction; complying with payroll and sales tax laws; interpreting financial statements and reports related to construction; and the Florida Construction Lien Law, Florida Statute 713 Part I.
- (c) Workers' compensation topics include:** courses related to Florida Statute 440 compliance; drug free workplace; calculating and assigning workers' compensation costs; premium modification and adjustments.
- (d) Laws and rules topics include:** courses related to Chapter 10 of the Code of Miami-Dade County, Florida Statute 553 Part IV and other construction contracting rules and regulations.

Miami-Dade County approved courses shall be used to satisfy any remaining elective hours of required training necessary to complete the mandatory minimum of sixteen (16) hours. These courses may include topics related to:

- **Trade specific knowledge**
- **The Florida Building Code**
- **Ethics**
- **EPA lead renovation procedures**
- **Construction liability insurance requirements**
- **Contract administration and project management activities**
- **Operation of a construction contracting firm**

CHECKLIST

Personal Application

- Copy of Drivers License**
- Copy of Social Security Card**
- Passport Size Photograph**
- Reference Letter from a Licensed Contractor**
- Completed Application(s) Signed & Notarized**
- Fee(s)**
- Personal Credit Report (Equifax or Experian)**

Business Application

- Articles of Incorporation**
- Completed Application(s) Signed and Notarized**
- Fee(s)**
- Business Credit Report
(Dun & Bradstreet, Experian or TranUnion)**

INCOMPLETE APPLICATIONS WILL BE RETURNED