

Application for Certificate of Competency

Name of Applicant: _____

Home Address: _____

City, State & Zip: _____

Business Address: _____

City, State & Zip: _____

Home Phone: _____ **Business Phone:** _____

Examinations for licenses are held three times a year: February, April, and September. Applications are due at City Hall the third Thursday of the month PRIOR to the test date you are applying for. A letter will be sent to you notifying you of the test date and time when your application is approved.

Test Date (Check One): February April September

TESTING FEES WILL BE PAYABLE AT THE TIME OF TEST:

Master Mechanical Installer, Class A:	\$60
Master Mechanical Installer, Class B:	\$47
Journeyman Mechanical Installer:	\$29

Time and place of schools attended, and studies completed:

Chronological record of employment, together with complete information as to duties and type of work performed:

Classification of Certificate of Competency for which you are applying for (Check One):

MASTER A **MASTER B** **JOURNEYMAN INSTALLER**

New or retest: _____

If retest, date you last tested with the City of St. Cloud: _____

Current license held by the City of St. Cloud: _____

License Number: _____

I solemnly swear that the statements are true to the best of my knowledge and belief and affix my signature in attest thereto.

Date

Signature of Applicant

Master Installer, Class A:

PLEASE NOTE: Master A applications must have an approved burner school certificate with this application.

Date Received: **(City Use Only)**

MASTER A/B AND JOURNEYMAN GAS TEST REQUIREMENTS

1. 4-years working in the HVAC trade, or
2. 1-year HVAC school and 3 years working in the trade
(2-3 years of school – you will only get 1 year credit)
(any school credit will require copy of transcript)
3. 3 references: One from each shop, or licensed contractor, or employee, or City official, or Heating Board member
4. Need to have the Journeyman license 1-year prior to testing for a Master A or B license
5. **Master A requirements:** Must have successfully completed a hands on approved burner school; online courses are not approved

Cleaver-Brooks

Power Flame

Industrial Combustion

IC Burners

Combustion & Controls Training – Metro Services, Inc.

www.metroservicesinc.com

Webster Combustion

<http://www.webster-engineering.com/combustion-college>

CODE BOOKS

Current code books can be obtained from the Minnesota Department of Labor & Industry
<http://www.dli.mn.gov/>

These books are:

Current Minnesota Mechanical and Fuel Gas Code

and the St. Cloud City Ordinance (available on our website www.ci.stcloud.mn.us
Government/Departments/Building Safety/Contractor Licensing/Heating
Contractors/**Mechanical Code Section 300:20** or at City Hall)

Persons taking the Master A exam will also need to study the current ASME CSD-1 Control Book (search online under ASME Boiler Controls)

C. Name _____ From _____ To _____

Address _____

_____ Telephone # _____

6. If you are self-employed in gas or oil burner installation, give your firm's name and address:

Firm Name _____ Telephone # _____

Address _____

7. Are you licensed in another city? _____ If the answer is yes, a photocopy of your current license or other evidence **MUST ACCOMPANY** this application.

8. Have you taken this examination before? _____

Journeyman Exam _____ Date _____

Master Exam _____ Date _____

9. Are you a registered apprentice? _____ Where? _____
If the answer is yes, a certificate of completion from your apprenticeship training program must accompany this application.

The applicant, whose name is _____, being sworn before me declares that the foregoing statements subscribed to by him are true to the best of his knowledge and belief, and that he personally signed this application.

(signature of applicant)

Subscribed & sworn to before me this

_____ day of _____, 20 _____

(seal)

(signature of notary)

TOTAL EXPERIENCE:

CONTRACTOR

YEARS

MONTHS

1.		
2.		
3.		
4.		
5.		

Reference Name _____ Applicant's Name _____

Address _____ Address _____

Telephone # _____ Telephone # _____

The person who signs this reference letter must fill it out in its entirety. Falsifying the information in any way is jeopardizing your license and you could be prosecuted.

The above applicant is applying for a Journeyman Gas/Oil Mechanical Installer's license.

1. From your own knowledge, how many years of experience has this applicant had in the installation or servicing of gas or oil burners and heating equipment?

Years _____ Months _____

2. Has applicant been employed by you as an apprentice or helper at any time?

Yes _____ No _____

3. If so, how long? Years _____ Months _____

Describe briefly the applicant's experience in the installation and servicing of gas or oil burners and related equipment?

This reference letter **must** be acknowledged by a notary public.

The person, whose name is _____, being sworn before me declares that the foregoing statements subscribed to by him are true to the best of his knowledge and belief, and that he personally signed this application.

Subscribed & sworn to before me this _____ day of _____, 20 _____

(signature of reference) #
(license #)

(seal)

(signature of notary)

Reference Name _____ Applicant's Name _____

Address _____ Address _____

Telephone # _____ Telephone # _____

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