



# APPLICATION FOR CERTIFICATE OF FITNESS

Alaska Department of Labor and Workforce Development

Mechanical Inspection

1251 Muldoon Road, Suite 113

Anchorage, Alaska 99504

For assistance call (907) 269-4929

## APPLICANT INFORMATION (PLEASE PRINT CLEARLY)

Last Name	First Name	MI	Current AK Certificate of Fitness Number	
Mailing Address			Phone Number	Date of Birth
City	State	Zip	Social Security Number	Electronic transmission of SSN is not recommended, and will not be accepted from a third party.
E-MAIL	E-mail is required.		Please type or print clearly. Corrections made after the license is issued will be subject to the \$25 duplicate license fee.	

## TYPE OF APPLICATION ( CHOOSE ONE)

<input type="checkbox"/> Electrical Journeyman*	\$200 2 yr	<input type="checkbox"/> Electrical Trainee	\$250 6 yr
<input type="checkbox"/> Reciprocal Electrical Journeyman*	\$200 2 yr	<input type="checkbox"/> Power Lineman Trainee	\$250 6 yr
<input type="checkbox"/> Electrical Residential*	\$200 2 yr	<input type="checkbox"/> Plumber Trainee	\$250 6 yr
<input type="checkbox"/> Journeyman Power Lineman*	\$200 2 yr	<input type="checkbox"/> Plumber Gas Trainee	\$250 6 yr
<input type="checkbox"/> Plumber Journeyman*	\$200 2 yr	<b>APPLICATION FEES ARE NON-REFUNDABLE</b>	
<input type="checkbox"/> Plumber Gas*	\$200 2 yr	<b>PLEASE MAKE CHECKS PAYABLE TO STATE OF ALASKA</b>	
<input type="checkbox"/> Plumber Utility*	\$200 2 yr	<input type="checkbox"/> Boiler Class 1*	<input type="checkbox"/> Boiler Class 2* \$200* 3 yr
<input type="checkbox"/> Duplicate License	\$25	<input type="checkbox"/> Boiler Class 3*	<input type="checkbox"/> Boiler Class 4 \$200* 3 yr

\* For all starred certificate types, you must submit EVFs (page 2 of this document) at the time you apply. Applications without supporting documentation will be rejected.

Experience Verification(s) included with this document

### INCLUDE WITH THIS APPLICATION:

- Journeyman Applicants – \$50 application fee only (\$200 license fee is collected upon approval/passing exam)
- Trainee Applicants – \$250 application and license fee
- Boiler Operator Applicants – \$200 one-time application fee

## RECIPROCAL ELECTRICAL JOURNEYMAN LICENSES

RECIPROCAL STATE (Check one)	AR	CO	IA	MN	MT	NE
	ND	NH	OK	SD	TX	WY
License number _____	Issue Date _____	Expiration Date _____				
Did you obtain this license by testing?	YES	NO				
Have you held this license for one year?	YES	NO				
Submit: this application + copy of your electrical license(s) showing one full year + copy of a government photo ID.						

## SIGNATURE BLOCK

**KNOWINGLY PROVIDING A FALSE STATEMENT ON THIS FORM IS PUNISHABLE AS A CLASS-A MISDEMEANOR (AS 11.56.210)**  
I have read this application and understand the statements herein.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## NOTARY BLOCK

NOTARY: Signed and sworn before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

The space below reserved for Notarial stamp

## OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

COMPLETE  DENIED

APPROVED TO TEST

TEST DATE	SCORE	NOTES
_____	_____%	_____
_____	_____%	_____
_____	_____%	_____
_____	_____%	_____

\_\_\_\_\_  
\*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.

**ALL SIGNATURES MUST BE ORIGINAL. NO COPIES, SCANS, OR FAXES WILL BE ACCEPTED**



# EXPERIENCE VERIFICATION FORM

Alaska Department of Labor and Workforce Development

Mechanical Inspection

1251 Muldoon Road, Suite 113

Anchorage, Alaska 99504

## APPLICANT INFORMATION

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Current AK Trade License Number</b>
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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 is 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 (job title): \_\_\_\_\_  
 while performing installation work in the state of: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Trade License # \_\_\_\_\_  
(specific dates are required) (if work performed outside Alaska)

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 STATE LAWS. DO NOT INCLUDE ELECTRICAL OR PLUMBING MAINTENANCE HOURS.**

Employer (Company Name) \_\_\_\_\_

Company address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Printed name of Representative \_\_\_\_\_ Title \_\_\_\_\_ License# \_\_\_\_\_ Signature (to be Notarized below) \_\_\_\_\_

By signing this form, I certify that I have direct knowledge that the employee above worked the hours as listed according to the laws of the state listed above.

<b>NOTARY PUBLIC</b>	This space below reserved for Notarial or Union stamp	<b>ALASKA UNION VERIFICATION</b>
Signed and sworn before me on the _____ day of _____, 20____, at _____,		Test Completed Test Date _____ Passing Score _____%
Notary Public My Commission Expires _____		Exemption claimed per AS 18.62.050(c) Unions in Alaska may submit hours in lieu of the normal requirements by claiming this exemption. The union accepts responsibility for ensuring that the applicant meets qualifications for the appropriate license. Subject to DOL approval.  Union Official Printed Name _____ Union Official Signature _____

### Office Use Only

- Hours accepted as submitted
  Hours accepted with modifications
  Hours not accepted

**ALL SIGNATURES MUST BE ORIGINAL. NO COPIES, SCANS, OR FAXES WILL BE ACCEPTED**

## APPLICATIONS

**Testing Applicants:** Before scheduling a test, the following documentation is required:

Application on file and \$50 application fee paid.

\$200 license fee is due upon passing the exam. A separate check or credit card number may be placed on file to expedite processing of your certificate.

Experience Verification Form completed for each employer with total qualifying hours per license requirements.

**Initial Trainee Applicants:** For Plumber and Electrician Trainee COFs, the following is required:

Application.

Current USDOL Apprenticeship Program proof of indenture (RAPIDS or "Davis Bacon" Letter).

\$250 Fee (\$50 application fee + \$200 license fee).

### **Electrical Journeyman Certificate of Fitness Hours Requirements**

Requires a minimum of 8,000 hours of legally obtained work experience subject to the National Electrical Code. A minimum of 6000 hours must be commercial/industrial. A maximum of 2,000 hours may be residential. A maximum of 1,000 hours of trade-related classroom training and/or 1,000 hours of power lineman experience may be used to meet the 8,000 hours requirement.

No maintenance hours will be accepted.

### **Electrical Residential Certificate of Fitness Hours Requirements**

Requires a minimum of 4,000 hours of residential/commercial work. Up to 500 hours of trade-related classroom training can be substituted for 500 hours of the 4,000 hour requirement. This license allows the holder to act as a journeyman on residential sites only. The holder will be considered a trainee level electrician on commercial sites. No maintenance hours will be accepted.

### **Lineman Journeyman Certificate of Fitness Hours Requirements**

Requires a minimum of 8,000 hours of legally obtained work experience subject to the National Electrical Safety Code. Up to 1,000 trade-related classroom hours and/or up to 1,000 hours of experience as an electrician may be substituted to meet the work experience requirement.

### **Plumber Journeyman Certificate of Fitness Hours Requirements**

Requires a minimum of 8,000 hours of legally obtained work in installation of commercial/residential plumbing. A maximum of 1,000 hours of trade-related classroom training may be used to meet the 8,000 hours requirement. No maintenance hours will be accepted.

### **Plumber Gas Certificate of Fitness Hours Requirements**

Requires 4,000 hours of work in the trade. A minimum of 2,000 hours must be in the installation of fuel gas piping. May substitute 2,000 hours of commercial/industrial plumbing installation. Up to 500 trade-related classroom hours may be substituted for the plumbing installation experience. No maintenance hours will be accepted.

### **Plumber Utility Certificate of Fitness Hours Requirements**

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 Hours Requirements**

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 Hours Requirements**

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 Hours Requirements**

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 Hours Requirements**

No experience required. Must pass test.

## EXAMS

Department exams are scheduled on the first and third Wednesday of each month. Call the Mechanical Inspection office to schedule testing in Anchorage, Fairbanks or Juneau. Alaska Unions may offer exams for members and may have different requirements.

Note: Contact the Anchorage office for special requests or testing accommodations.

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.

Exam results will be emailed to you. 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 2020	Open Book
Electrical Journeyman	National Electrical Code 2020	Open Book
Journeyman Lineman	Lineman & Cableman's Handbook 13th National Electrical Safety Code 2017	Open Book
Plumber Journeyman	Uniform Plumbing Code 2018	Open Book
Plumber Gas	Uniform Plumbing Code 2018	Open Book
Plumber Utility	Uniform Plumbing Code 2018, CFR's 19.26 Subpart P	Open Book
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. Steingress	Closed Book

## FEES

Fees may be paid by cash, check, and money order, Visa, Mastercard, American Express, "Discover" or debit card. Please make checks payable to the State of Alaska. Do not mail cash. NSF check fee is \$25.00. Boiler Operator fees are a one-time fee of \$200 per application. No fee for renewals.

## PHOTOS

Photos are no longer required for Alaska Certificates of Fitness.

## RENEWALS

**To renew, send email to [MI@ALASKA.GOV](mailto:MI@ALASKA.GOV) with COF RENEWAL. Include your COF#, scans of your CEUs, and a number to call for payment.**

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 application fee plus the prorated amount of time remaining until expiration. If your license has expired more than 2 years, it may not be renewed, and you are required to re-apply and re-test.

A trainee certificate of fitness renewal requires \$200.00 per 2-year renewal and a letter from RAPIDS (the "Davis Bacon" letter) showing current registration in the federal apprenticeship program. Provide a photo, as above.

## 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 significant changes or updates to the NEC.

**Plumber Journeyman:** All Plumber Journeyman are required to obtain at least 16 hours of continuing education; a minimum of 8 CEU hours must include a multi-chapter review of the UPC.

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. Your renewal application cannot be processed without proof of completion.

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