



APPLICATION FOR CERTIFICATE OF FITNESS

Alaska Department of Labor and Workforce Development

Mechanical Inspection

P.O. Box 107020 Anchorage, Alaska 99510-7020

3301 Eagle Street #302

Anchorage (907) 269-4925

Sitka (907) 747-6380

Fairbanks (907) 451-2894

Wasilla (907) 376-4442

Anchorage Fax Number (907) 269-4932

APPLICANT INFORMATION

Drivers License Number	Certificate of Fitness Number (office use only)
Name (Last, First, MI)	Date of Birth (month, day, year)
Address	Social Security
City /State/ Zip	Height (feet, inches) and Weight

TYPE OF APPLICATION (CHOOSE ONE)

<input type="checkbox"/> Reciprocal Electrical Journeyman	\$210-2yr Lic.	<input type="checkbox"/> Plumber Journeyman	\$210-2yr Lic.
<input type="checkbox"/> Electrical Journeyman	\$210-2yr Lic.	<input type="checkbox"/> Plumber Restricted PG(gas)	\$210-2yr Lic.
<input type="checkbox"/> Electrical Residential	\$210-2yr Lic.	<input type="checkbox"/> Plumber Restricted PU(Utility)	\$210-2yr Lic.
<input type="checkbox"/> Electrical Trainee	\$210-2yr Lic.	<input type="checkbox"/> Plumber Trainee	\$210-2yr Lic.
<input type="checkbox"/> Journeyman Power Lineman	\$210-2yr Lic.	<input type="checkbox"/> Boiler Class 1	No Fee 3yr Lic.
<input type="checkbox"/> Power Lineman Trainee	\$210-2yr Lic.	<input type="checkbox"/> Boiler Class 2	No Fee 3yr Lic.
<input type="checkbox"/> Renewal	\$160-2yr Lic.	<input type="checkbox"/> Boiler Class 3	No Fee 3yr Lic.
		<input type="checkbox"/> Boiler Class 4	No Fee 3yr Lic.

ALL FEES ARE NON-REFUNDABLE (If you fail to provide all items required you forfeit fees paid)

RENEWALS: Within 90 days from expiration date on card, \$160-2yr Lic., after 90 days \$210-2yr Lic.

PREVIOUS LICENSES

Do you now hold, or have you ever held, a journeyman license or equivalent in any other state, borough, parish or municipality or other political subdivision? YES or NO Did you obtain this license by testing? YES or NO
License number _____ State _____ Expiration Date _____

RECIPROCAL STATES, License Number _____ State Issued _____ DID YOU TEST? yes or no

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
3301 Eagle St., Suite #302
P.O. Box 107020 Anchorage, Alaska 99510-7020
PHONE (907) 269-4925 FAX (907) 269-4932

VERIFIER / APPLICANT INFORMATION

EMPLOYER:	APPLICANT: Last, First, MI
Social Security Number:	

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: _____
from (date) _____ to (date) _____.

Electrician	# Hours	Plumber	# Hours	Boiler	# Hours
Commercial/Industrial (EJ)		Commercial/Residential (PJ)		Boiler operator	
Residential (up to 4-plex) (ER)		Water services, sewer, storm line (PU)		Boiler installation /repair	
Linework (LJ)		Gas piping & appliances (PG)			
Class Room Hours		Class Room Hours		Class Room Hours	

NOTE:

NO MAINTENANCE HOURS APPLY TO ANY ELECTRICAL OR PLUMBING CERTIFICATES

Printed name of Employer _____, Firm Name _____

Address _____, City/State _____, Zip _____
Phone/Area Code _____ Fax Number _____

Signature of Employer (to be Notarized below)

NOTARY PUBLIC	UNION VERIFICATION
Signed and sworn before me this _____ day of _____ Notary Public _____ My Commission Expires _____	ALASKA BASED UNION <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
This space below reserved for Notarial stamp	Union Official Signature _____
	This space below reserved for Union Seal

**CERTIFICATE OF FITNESS
APPLICATIONS AND HOURLY REQUIREMENTS**

APPLICATIONS

For those applying for testing: all documentation submitted as verification of your hours of experience must be on company letterhead or an Experience Verification Form, and **must be notarized**. We need: (1) a current application, (2) 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 can schedule a test date. You must turn in your application at least two weeks prior to the date you would like to test.

Trainee applicants: must have (1) a letter from the employer on company letterhead or a notarized statement, stating that the employee "will be working under the direct supervision of an Alaska certified journeyman at all times," (2) a current completed application. This will be required each time the trainee renews his certificate of fitness. The applicant must certify that he/she has never been licensed or worked as a journeyman in any jurisdiction.

HOURLY REQUIREMENTS

Electrical Journeyman Certificate of Fitness

Requires 8000 hours of work in the trade; a minimum of 6000 of which must be commercial/industrial. Up to 1000 hours of trade-related classroom training can be substituted for 1000 hours of the 6000 commercial/industrial hours. Up to 2000 hours can be residential. No maintenance hours apply.

Electrical Residential Certificate of Fitness

Requires 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 hour 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.

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 Restricted PG (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 Restricted PU (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 two (2) years' experience in the trade or working in the trade with a 2nd class license for one (1) year. Must pass test.

Boiler Operator Certificate of Fitness: 2nd Class

Requires one (1) year experience working in the trade with a 3rd class license for one (1) year. Must pass test.

Boiler Operator Certificate of Fitness: 3rd Class

Requires six (6) months working in the trade or six (6) months of boiler training. Must pass test.

Boiler Operator Certificate of Fitness: 4th Class

No hourly requirement. Must pass test.

**CERTIFICATE OF FITNESS
EXAMS, STUDY GUIDES AND RENEWALS**

EXAMS

Given by appointment only. Call the Mechanical Inspection office in Anchorage, Fairbanks or Juneau to schedule an appointment. Note: Anchorage schedules all areas other than Fairbanks or Juneau. A 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 % is required for passing. If a passing score is not obtained you must wait 30 days from the date of your last exam. Exams are graded in Anchorage, please wait 5 - 7 working days before calling the office for exam results of tests taken in any city other than Anchorage.

STUDY GUIDES

ELECTRICAL JOURNEYMAN	National Electrical Code 1999	Open Book
ELECTRICAL RESIDENTIAL	National Electrical Code 1999	Open Book
LINEMAN JOURNEYMAN	Lineman & Cableman's handbook 9 th Edition 1997 National Electrical Safety Code Transformers	Closed Book
PLUMBER JOURNEYMAN	Uniform Plumbing Code 2000	Closed/Open Book
PLUMBER RESTRICTED GAS	Uniform Plumbing Code 2000	Closed/Open Book
PLUMBER RESTRICTED UTILITY	Uniform Plumbing Code 2000 CFR's 19.26 Subpart P	Open Book
BOILER OPERATORS	Section 6 and 7 of the ASME (American Society of Mechanical Engineers) 'Low Pressure Boilers' F. M. Steingress	Closed Book

FEES

New certificates are \$210; \$50 application fee plus \$160 for the 2-year certificate. Test fees are \$50 for approval and to schedule a date to test, then \$160 after passing the test for the 2-year certificate. Fees paid in the Anchorage office may be made in cash, check, money order or credit card.

RENEWALS

All electrical, plumbing, and lineman certificate of fitness renewals are \$160 per 2-year renewal. If the certificate has expired more than 90 days, but less than two years, you must; re-apply and pay a \$50.00 re-application fee (total of \$210). If your license has expired more than 2 years you are required to re-apply, re-test, and pay \$210. You must also send a current passport size (2"x2") photo of you, this may be a Polaroid snap shot. A trainee certificate of fitness renewal requires \$160.00 per 2-year renewal and a letter from the employer on company letterhead or a notarized statement, stating that the employee "will be working under the direct supervision of an Alaska certified journeyman at all times."

Electrical Journeyman: As of January 1, 2001: Electrical Journeymen will be required to attain at least 16 hours of continuing education within the preceding 24-month period before the request for renewal is made. Proof of completion of the 16 hours of training must be sent with your renewal request for your Certificate of Fitness.