



## *Journeyman Application for a Certificate of Competency*

Thank you for your interest in applying for a Journeyman Electrician/Plumber Certification. The fee to apply is \$100.00. This application is for an applicant applying by examination, reciprocity and to reinstate an expired certificate. This application package includes the following:

- Application - Sections 1 thru 8 (pages 1-5)
- Step by Step Application Instructions (pages 1-6)
- Required Forms
  1. *Applicant's Employment History*
  2. *Employment Verification Affidavit*
- Informational References
  1. *Exam Information for Contractors Certification Licenses*
  2. *Classification & Construction Trade Requirements*
  3. *Background Fingerprint Service Providers*
  4. *2019 Board Meeting Schedule*

**CONSTRUCTION INDUSTRY LICENSING BOARD OF PALM BEACH COUNTY**

*(Contractors Certification Division –PZ&B)*

**2300 N Jog Road, 2<sup>nd</sup> Floor, Suite 2W-61,**

**West Palm Beach, FL 33411**

**Phone: (561) 233-5525**



# JOURNEYMAN CERTIFICATION APPLICATION

<b>2.1 Photograph</b>	<b>Received Date</b> (Office Use Only)
(Attach photo in this area)	
<b>Application Number:</b> (Office Use Only)	

Please type or print all information clearly; complete all sections of the application in its entirety in blue or black ink. Anything that does not apply fill in with N/A. Additional information for each section outlined in the step-by-step application instructions.

Section 1 – Application Information	
<b>1.1 Application Type</b> (Choose One): a) <input type="checkbox"/> Examination b) <input type="checkbox"/> Reciprocity from _____ County c) <input type="checkbox"/> Reinstate an expired certificate, plus late fees (answer 1.2)	
<b>1.2 Expired Certificate of Competency Number (c):</b>  J: _____	
<b>1.3 Classification/Trade:</b> <input type="checkbox"/> Electrical Journeyman or <input type="checkbox"/> Plumbing Journeyman	

Section 2 – Personal Information		
<b>2.2 Full Legal Name</b>		
First:	Middle:	Last:
Birth Date: (mm/dd/yyyy)		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>2.3 Citizenship Status</b>		
U.S. Social Security #:	Driver's License #:	Issuing State:
Place of Birth:		
Citizen of the United States? (if no, provide documentation as to residency status) <input type="checkbox"/> Yes <input type="checkbox"/> No		



## ***JOURNEYMAN APPLICATION***

<b>2.4 Residential Address</b>		
Street Address: (No PO Box)		
City:	State:	Zip code:
<b>2.5 Contact Information</b>		
Contact number:		
Email:		

<b>Section 3- Employer Information</b>			
<b>3.1 Company Information</b>			
Employers Company Name:			Employers License #:
Business Address:			Business Phone:
City:	State:	Zip Code:	Business Fax:
<b>3.2 Current Journeyman Licenses ( Reciprocity - copies required)</b>			
1. License #:	County:	Date Issued: (M/Y)	
2. License #:	County:	Date Issued: (M/Y)	
3. License #:	County:	Date Issued: (M/Y)	
4. License #:	County:	Date Issued: (M/Y)	

*(Intentionally left blank)*



## JOURNEYMAN APPLICATION

### Section 4- Criminal Background

<b>4.1</b> Have you applied for your livescan fingerprints?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4.2</b> Have you ever been convicted or found guilty of, or entered a plea of guilty or <i>nolo</i> contendere to, regardless of adjudication, a crime in any jurisdiction?  This question applies to any criminal violation of the laws of any municipality, county, state, or federal including felony, misdemeanor and traffic offenses (but not to include parking, speeding, inspection, or traffic signal violations) without regard to whether you were placed on probation, had adjudication withheld, were paroled, or pardoned.  If you intend to answer “no” because you believe your records are expunged or sealed by court order pursuant to section 943.0585 or 943.059 of Florida Statute or the applicable law of another state, proof of expungement may need to be provided if the expunged records appear on a background check. Your answer to this question will be checked against local, state, and federal records. Failure to answer this question accurately may result in the denial of your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4.3</b> Have you ever had any construction related trade certificate of competency license denied, or is there now pending a proceeding or investigation to deny such an application from any construction related certificate of competency licensee authority (Federal, State, County or Municipal) within the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4.4</b> Has any license, registration, or permit to practice any regulated profession, occupation, vocation, or business been revoked, annulled, suspended, relinquished, surrendered, or otherwise disciplined in Florida or in any other jurisdiction, or is any such proceeding or investigation now pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4.5</b> Have you ever been issued a Notice of Non-Compliance, Notice of Violation, a Citation, or received any disciplinary action, construction related (including a fine(s) or reprimand) by any State, County or Municipal Authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Section 5- Explanation Section Background Summary (Only if applicable)

Offense:	
County:	State:
Penalty/(Disposition/Sentence):	
Date of Offense: (mm/dd/yyyy)	Have all sanctions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Explanation:	



# JOURNEYMAN APPLICATION

## Section 6- Employment/Trade Experience

**6.1 Applicant's Employment History (Required Form)**

**6.2 Employment Verification Affidavit (Required Form)**

## Section 7- Terms & Conditions

**7.1** I agree to authorize the CILB and its agents to obtain such additional information concerning applicant's financial condition, credit worthiness, criminal background report and experience as necessary from any source dealing with the applicant, even though said information might be deemed confidential.

**7.2** I understand that if my application is denied because I do not meet the application criteria, I forfeit the application review fee.

**7.3** I understand that I may withdraw my application prior to Board review provided that I submit a written request at least (2) two business days prior to the meeting date when my application is scheduled and then I will only be entitled to receive a 50% application fee refund.

**7.4** I understand that if my application is not completed by the deadline date I will have (45) forty-five days from application review date to complete the process. Otherwise, I forfeit any fees paid and I will have to commence again if not deemed complete. (Rule #1D)

**7.5** I understand that I will have thirteen (13) months once application has been approved by the Board to complete any additional requirements for certification issuance. Otherwise, my application becomes null and void. (Rule #1F)

**7.6** Falsification of any information herein, including all supplemental pages and attachments, are grounds for disqualification. An application which is found to contain false information, a material misstatement or misrepresentation shall be denied by the Director or authorized designee and the applicant shall not be allowed to submit a new application for 12 months. (Rule# 1C)

**7.7** I understand that I cannot contract or advertise to contract and can only perform work in the trade under the employment and supervision of a Certified Electrical or Plumbing Contractor.

**7.8** I, the applicant, for submission of the outlined application have read and fully understand all the terms and conditions 7.1 through 7.7 outlined and referenced in Section 7.

I am acknowledging the information and am in agreement with the outlined terms and conditions in compliance with Chapter 67-1876 Special Act, and Laws of Florida, as amended, and Rules and Regulations for Palm Beach County.

\_\_\_\_\_ Applicants Initials

*(Intentionally left blank)*



# **JOURNEYMAN APPLICATION**

## **Section 8 - Declaration of Written Affirmation**

### **AFFIRMATION BY WRITTEN DECLARATION**

I certify that I am empowered to execute this application as required under the provisions of Chapter 67-1876 Special Act, Laws of Florida, as amended, defining, regulating and governing contractors within the County of Palm Beach, Florida; I hereby apply for a certificate of competency to qualify as a Journeyman in Palm Beach County, Florida.

The undersigned hereby makes application for certification under the provisions of the Palm Beach County Certification Law, Chapter 67-1876, Special Act, Laws of Florida, as amended, and vouches for the truth and accuracy of all statements and answers herein.

I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true.

**I understand that falsification of any material information on this application may result in disqualification or administrative action, including denial, a fine, suspension or revocation of the license.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

*(Intentionally left blank)*



*Journeyman Application  
Step-by-Step Instructions*

# ***STEP-BY-STEP APPLICATION INSTRUCTIONS***

Thank you for your interest in becoming a County Certified Journeyman. This application is for an applicant filing via examination, reinstating an expired certificate or reciprocity within the State of Florida.

Please type or print all information clearly in blue or black ink; complete all sections pages 1 through 5 of the application in its entirety, place an N/A in sections that do not apply. Application is also available via website in fillable form.

Follow Step-by-Step instruction per section, any information that is omitted or incomplete may delay your certification process.

➤ **Application Fee \$100.00:**

The total application fee of the license you are applying for is \$100.00.

- ☐ Examination or Reciprocity \$100.00
- ☐ Reinstate an Expired Certificate; plus late fees (if applicable) \$100.00 +

Once an application is received in the office, information will be input into the system creating a tracking number (ex. CC-2019-xxx). You will receive a confirmation email that payment is due in the amount of \$50.00 to commence the review process. Reviews are processed in the order they are received, allow anywhere from 30 to 90 days for a review.

Payment is accepted in the form of credit card via online payment by visiting <http://discover.pbcgov.org/pzb/contractors> clicking the *I Want To* link and then clicking the link titled *Pay Fees Online*.

or you may visit the cashier to pay in cash or check at Planning, Zoning and Building - 2300 N. Jog Rd, 1<sup>st</sup> Floor Cashier Booth, Room 1E-14, West Palm Beach, FL 33411.

If you would like to mail the payment, please include your application number on the check or money order and mail to Planning, Zoning and Building, **c/o Accounting** at 2300 N. Jog Rd, West Palm Beach, FL 33411

Make sure to reference the CC number assigned to your application on any form of payment or correspondence.

## **Section 1- Application Information**

### **1.1 Application Type-** Please explain the type of application for which you are applying

a) **Examination:**

An applicant can take the exam prior to filing an application or after application has been Board approved. There are two approved providers, please refer to the reference for their contact information.

- Please refer to reference **Exam Information for Contractors Certification Licenses.**



# ***STEP-BY-STEP APPLICATION INSTRUCTIONS***

- b) **Reciprocity:** Please indicate which County sponsored your license (ex. Broward, Collier, Hillsborough etc.)

To apply by Reciprocity within the State of Florida, you must meet the following:

- (1) Trade experience must be equal or greater than the required trade experience for Palm Beach County. Please refer to **#Classification & Construction Trade Requirements**
- (2) Examination results in the originating jurisdiction must have been based on a minimum score of 75 % in the Trade.
- (3) The scope of work must be equal to or substantially similar the Palm Beach County Standard with little or no variation as determined by the Director; and
- (4) Currently licensed in the jurisdiction from which reciprocity is being requested.

- c) **Reinstate an Expired Certificate:**

Complete this choice if you had previously had a Palm Beach County issued license that expired less than 2 years ago and want to bring your status to Active.

- A certificate which has been expired for more than six (6) months but less than two (2) years will require an application and Board approval. Reinstating your expired certificate will include late renewal fees and amount will vary depending on amount of time expired.
- A certificate expired beyond two (2) years will require an application and re-examination.

## **1.2 Expired Certificate of Competency Number:**

If you are reinstating your license (c) in section 1.1 , please provide your J certification number

## **1.3 Classification /Trade:**

Choose the type of license for which you are applying by checking off the corresponding box. **#Classification & Construction Trade Requirements**

## **Section 2 – Personal Information**

### **2.1 Photograph:**

Please attach a 2”x 2” full-face color passport size photo. The license issued by this office will include this picture. Background for photograph must be white.

### **2.2 Full Legal Name:**

Please complete by providing your full legal name; make sure to include your middle name or initial if you have one. Name must match all other official identification and documents submitted.

### **2.3 Citizenship Status:**

In this section, provide social security number, driver’s license information, state in which you were issued your driver’s license, place of birth and citizenship. Copies will be required to be furnished.

# STEP-BY-STEP APPLICATION INSTRUCTIONS

## *Disclaimer:*

COLLECTION OF SOCIAL SECURITY NUMBERS FOR GOVERNMENT PURPOSES: UNDER THE FEDERAL PRIVACY ACT, DISCLOSURE OF SOCIAL SECURITY NUMBERS IS VOLUNTARY UNLESS SPECIFICALLY REQUIRED BY FEDERAL STATUTE. IN THIS INSTANCE, SOCIAL SECURITY NUMBERS ARE MANDATORY PURSUANT TO TITLE 42 UNITED STATES CODE, SECTIONS 653 AND 654: AND SECTIONS 409.2677 AND 409.2598, FLORIDA STATUTES, TO ALLOW EFFICIENT SCREENING OF APPLICANTS AND LICENSES BY A TITLE IV-D CHILD SUPPORT AGENCY TO ASSURE COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS. SOCIAL SECURITY NUMBERS MUST ALSO BE RECORDED ON ALL PROFESSIONAL AND OCCUPATIONAL LICENSE APPLICATIONS AND WILL BE USED FOR LICENSEE IDENTIFICATION PURSUANT TO THE PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT OF 1996 (WELFARE REFORM ACT).

## **2.4 Residential Address:**

Please list the full permanent physical address of your residence and not of your business, if different. Do not list a Postal Office (PO) address.

## **2.5 Contact Information:**

Please list a contact telephone number for the applicant and e-mail. E-mails are now a mandatory field and will be used to create your online portal account.

*link:* <https://www.pbcgov.org/ePZB.Admin.WebSPA/>

## **Section 3- Employer Information**

- 3.1** Please provide the company information for which you are employed, name of company, company's license number, business address and phone contact.
- 3.2** Please provide information on any current licenses you hold as a journeyman, the county that issued the license and date of issuance.

## **Section 4- Criminal Background**

- 4.1** Applicant is required to provide a Livescan Fingerprint, please make sure you file for your criminal background check prior to submitting an application. please reference the additional reference *-Background Fingerprint Service Providers*
- 4.2** Please answer question accordingly to anything that may show up on the background fingerprinting report.
- 4.3** Please answer question accordingly if you have ever had any construction license denied at a Federal, State, County, or Municipal level.
- 4.4** Please answer question accordingly if you have ever had a license revoked, annulled, suspended, relinquished surrendered or disciplined.
- 4.5** Please answer question accordingly to any notice of noncompliance, notice of violation, citation or disciplinary action received that is construction related.

## **Section 5- Explanation Section**

If you answered **yes** to any questions outlined in Section 4, please fill out this section. If there are multiple offenses that need explanation, please include on an additional sheet of paper. Make sure you include any supporting documents that may be required.

## **Section 6- Employment / Trade Experience**

For the trade experience, you are required to show the time that you have been employed and how you obtained your construction experience. Below are two required forms that must accompany your documentation and application submittal

### **6.1 Applicant's Employment History – (Required Form)**

This form is to demonstrate the number of years employed in the trade in which you are trying to become licensed.

# ***STEP-BY-STEP APPLICATION INSTRUCTIONS***

Please begin with the most recent employment and list accordingly; the *Employment History Form* will show a chronological period for all current and past employments as it would on a resume. Make additional copies of form as needed for each employment, include in detail your job duties and responsibilities at each employment. Please refer to the reference for time required in the trade **-Classification & Construction Trade Requirements**

## **6.2 Employment Verification Affidavit (Required Form) –**

This form is to be completed by the licensed Electrical or Plumbing Contractor whom your work under to demonstrate the number of years of “hands on experience” in the trade in which you are applying to become licensed.

Form must be completed in blue or black ink and be accompanied by the contractor’s State or County license and his/her driver’s license, signature and notarization required. Alterations to a notarized form will not be accepted. Refer to informational reference **Classification & Construction Trade Requirements** for the years necessary in the trade of application.

### **Rules and Regulations**

#### **3. Experience:**

- (A.) Documented experience required to qualify for certification as a contractor or journeyman is defined as “hands-on” field experience and/or supervision in the field. Work experience must be documented by way of contracts, employment affidavits, letters from building officials, architects or engineers who supervised the applicant verifying time worked and describing work performed. (Rev. 1/22/01, 5/23/16)
- (B.) International hands on experience will not be considered. (Eff. 5/23/16)
- (C.) Experienced obtained under a technical certification is not acceptable to apply for a contractor or journeyman certificate of competency. (Eff. 6/17)

### **Special Act Chapter 67-1876**

#### **Section 5. Certification. --**

(A) To obtain a certificate of competency an applicant shall submit a complete application in writing to the Board containing the statement that the applicant desires the issuance of a certificate and the class of certificate desired on a form containing the information prescribed by the Board. All applicants must be of good moral character and 18 years of age or older.

(B) The application shall contain the following:

(1) Evidence in the form of affidavits from former employers, building officials, school officials, or other persons to verify the required experience and education.

### **Section 7- Terms & Conditions**

This section acknowledges the responsibilities of the journeyman applicant as deemed in Chapter 67-1876 Special Act, and Laws of Florida, as amended and Rules and Regulations for Palm Beach County Contractors. Please read each carefully numbered 7.1-7.7 and acknowledge by initialing electronically.

# ***STEP-BY-STEP APPLICATION INSTRUCTIONS***

## **Section 8- Declaration of Written Affirmation**

Applicant must sign the affirmation by written declaration to complete the application.

- Once application is complete upon the sufficiency review, you will be notified by email as to final payment and scheduling before a CILB meeting. It is required that the applicant be present the day the Board reviews their application should any additional information need to be provided via sworn testimony.

### **Checklist for application submittal**

The following documents must be furnished upon submittal of your application for review, any missing or omitted documentation will further delay the process for approval.

#### **Section 1**

- ☐ – Examination results, if you have taken the exam prior to applying make sure results have been provided to the office via e-mail from the exam provider.
- ☐ - Reciprocal letter requested and mailed to the office by the Sponsoring County

#### **Section 2**

- ☐ – Photograph attached
- ☐ – Copy of applicant's driver's license
- ☐ – Copy of signed social security card
- ☐ – Copy of resident alien card, working visa documents, etc. (if applicable)

#### **Section 3**

- ☐ - Copies of any current journeyman licenses held in other counties.(if applicable)

#### **Section 4**

- ☐ - make sure you have applied for your livescan fingerprints and results have been sent to the office.

#### **Section 5 (if applicable)**

- ☐ - supporting legal documentation.

#### **Section 6**

- ☐- *Applicant's Employment History* (Required Form)
- ☐- *Employment Verification Affidavit* (Required Form)
  - ☐Copy of qualifiers contractor license (State or County) for affidavit
  - ☐Copy of qualifiers drivers' license for affidavit

# ***STEP-BY-STEP APPLICATION INSTRUCTIONS***

## ***Experience requirements:***

### ☐ **Journeyman Electrician**

Completion certificates from a registered **4 year Apprentice Program** that include 4 years of work experience

Or

Completion certificates of **2 years in a registered apprentice program**, which includes **2 years work experience and additional 3 years practical work experience under the direct supervision of a certified or licensed contractor**

Or

**6 years full time practical work experience** under the direct supervision of a Certified Electrical Contractor. (Affidavits)

### ☐ **Journeyman Plumber**

Completion Certificate from a **registered 3-year apprentice program, which includes 3 years work experience**

Or

**4 years of full time practical work experience** under the direct supervision of a Certified Plumbing Contractor (Affidavits)



## *Journeyman Application Required Forms*

- 1. Applicant's Employment History*
- 2. Employment Verification Affidavit*



## *Applicant's Employment History*

The *Applicant's Employment History* Form provided must demonstrate the appropriate periods based on the trade in which you are applying for, please start with the most recent. Information will be verified. If there is additional employment, please make copies of this section and complete.

Employer Name:	Dates Employed (mm/yyyy to mm/yyyy)
Employer Address:	Employer Phone Number:
Name of qualifying contractor for employer:	License number of qualifying contractor:
Contact Person's Name:	
Email:	
Describe job duties:	
Time with the company reference above: _____(MM) _____(YY)	
Note: the time reported needs to equal or exceed the number of years of experience for the required trade.	



## Employment Verification Affidavit

**Construction Industry Licensing Board of Palm Beach County**  
2300 N. Jog Road, 2<sup>nd</sup> Floor Ste. 2W-61, West Palm Beach, FL 33411

**Instructions:**

- This form is to be filled out in black or blue ink by the contractor under whom work was performed and returned to the address above.
- The Contractor's Construction License and Driver's License must be included.
- Alterations of any kind will void this form.
- Affidavit Forms must be furnished to substantiate the minimum experience requirement in the category for which application is made.

Name of Applicant:

Name of qualifier where applicant is still employed or was formerly employed:

Company Name:

Qualifiers License Number:

Business Address:

Business Phone:

Cell Phone:

Email:

Applicant is/was employed as a Journeyman (check one): ☐ Electrician ☐ Plumber

Time Employed From: (mm/yyyy)

To: (mm/yyyy)

Description of job duties performed while employed:

While employed Total length of time in the field was:

(yy/mm)

I attest that I am the qualifier for the above company and hold or have held a Certificate of Competency and/or License

# \_\_\_\_\_ Issued By \_\_\_\_\_ as a \_\_\_\_\_ Contractor.

\_\_\_\_\_  
(Print Qualifying Agents Name)

\_\_\_\_\_  
(Signature of Qualifying Agent)

STATE of } \_\_\_\_\_

COUNTY of } \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on \_\_\_\_\_ (date)  
by \_\_\_\_\_ (name of contractor). He/she is personally known to me or has  
presented \_\_\_\_\_ (type of identification) as identification.

\_\_\_\_\_  
(NOTARY'S SIGNATURE AND SEAL)

**This form may be duplicated.**

**Please Note:** All information reported in the above affidavit will be verified by our office.





## *Journeyman Application Informational References*

- 1. Exam Information for Contractors Certification Licenses*
- 2. Classification & Construction Trade Requirements*
- 3. Background Fingerprint Service Providers*
- 4. 2019 Board Meeting Schedule*



Contractors Certification Division  
Planning, Zoning & Building  
2300 N. Jog Road, 2<sup>nd</sup> Floor Suite 2W-61  
West Palm Beach, FL 33411  
Office (561) 233-5525  
Email: [PZBCCERT@pbcgov.org](mailto:PZBCCERT@pbcgov.org)  
Website: [www.pbcgov.org/pzb/contractors](http://www.pbcgov.org/pzb/contractors)

## Exam Information for Contractors Certification Licenses

### ***Requirements:***

1. Contractors are required to take a Business and Law exam as well as a Construction Trade exam.
2. Journeymen and/or Technicians are required to take only the Trade Exam.
3. Exams may be taken prior to or after the Construction Industry Licensing Board (CILB) approves your Contractors Certification application.

Please note the following:

- All examinations must be taken in Palm Beach County.
- A passing grade of 75% must be achieved on each exam.
- You must have the testing agency(s) notify our office of your passing test scores.
- You must select your testing agency from the approved list below. Please contact the individual testing agency for exam schedules and arrangements.
- **Once you file a Contractors Certification application and it is approved by the CILB:**
  - You must take the exam in Palm Beach County within 60 days of approval by the CILB. A maximum of 4 exams in a category may be taken in 12-month period, but, exams may not be re-scheduled until 60 days have elapsed between exams taken.
  - You must achieve a passing grade of 75% must be achieved on each exam.
  - You must have the testing agency(s) notify our office of all your test results, pass or fail.
  - **You will have thirteen (13) months from the date of approval to meet the remaining licensing requirements. Thereafter, the application becomes null and void.**

### ***Where to take the exam:***

Select and contact directly, one of the following CILB approved testing agencies to make arrangements for taking your exam and obtaining study guides. You must inform the testing company of your need to report the results of your exam to our office each time you take the exam

#### ***GITS***

Tel. # (800) 997-2129  
Email: [gitsllc@gitsllc.net](mailto:gitsllc@gitsllc.net)  
Website: [www.gitsllc.org](http://www.gitsllc.org)

#### ***PROV:***

Tel. # (866) 720-7768  
Email: [Lourdes@provexam.com](mailto:Lourdes@provexam.com)  
Website: <http://www.provexam.com>

### ***Exam tips:***

Please note the most common reasons for failing an exam are:

- Not preparing for the exam
- Underestimating what will be tested on the exam
- Not knowing the technical terms as opposed to the common terms in your trade
- Not answering all the questions

Please contact our office should you have any questions regarding the examination process.



## Classifications & Construction Trade Requirements

Pursuant to Chapter 67-1876, Special Act as amended, Laws of Florida it is required that a Certificate of Competency be held in order to advertise, bid, maintain or contract any work in the following Construction Trades: (experience must be shown by documented proof).

For further specification on the 49 different trades refer to the [Standard for Certified Categories](#)

Trade	Hands on Experience Required for Licensure
General Contractor	5 Years Supervisory Capacity
Building Contractor	4 Years Supervisory Capacity
Residential Contractor	3 Years Supervisory Capacity
Electrical Contractor	7 Years Experience, 4 of which shall be as a Journeyman in a Supervisory Capacity.
Plumbing Contractor	7 Years Experience, 4 of which shall be as a Journeyman in a Supervisory Capacity.
HARV (Heating, A/C, Refrigeration & Ventilation) Contractor	7 Years Supervisory Capacity
Specialty Contractor	3 Years Experience with 1-1/2 years in a Supervisory Capacity
<b>*Specialty Trades that require licensure in Palm Beach County</b>	
Acoustical/Suspended Ceiling Contractor	Marine Contractor
Aluminum Specialties Contractor	Masonry Contractor
Carpentry Contractor	Painting Contractor
Carpentry – Finish Contractor	Paver Brick/Paver Systems Contractor
Concrete Forming & Placing Contractor	Paving Contractor
Countertop Contractor	Plastering Contractor
Decorative Metal Contractor	Reinforced Steel Contractor
Demolition Contractor	Re-Screener/Screen Repair Contractor
Dredging and Land Filling Contractor	Roofing Contractor
Drywall Contractor	Seal Coating/Striping Contractor
Fabric Awnings Contractor	Sign Contractor -Electrical
Fence Contractor	Sign Contractor –Non-Electrical
Garage Doors Contractor	Structural Steel Erection Contractor
Glass and Glazing Contractor	Swimming Pool Construction Contractor
Gunite Contractor	Swimming Pool Maintenance and Repair Contractor
Hurricane Shutter/Awning Contractor	Tennis Court Contractor
Insulation Contractor	Tile, Terrazzo and Stone Contractor
Irrigation Sprinkler Contractor	Underground/Overhead Transmission Lines Contractor
Lightning Protection Systems Contractor	Underground Utilities Contractor
Low Voltage Contractor	Window and Door Contractor
	Wood Flooring Contractor

\*Journeyman Electrician  
(4-year apprenticeship program)

Completion Certificate from a **registered 4 year Apprenticeship Program** which includes 4 years of work experience **OR** completion of 2 years in **registered apprenticeship program, which includes 2 years work experience and additional 3 years practical work experience under the direct supervision of a certified or licensed contractor OR 6 years practical work experience under the direct supervision of a Certified Electrical Contractor.**

\*Journeyman Plumber  
(3-year apprenticeship program)

Completion Certificate from a **registered 3-year Apprenticeship Program, which includes 3 years work experience OR 4 years of full time practical work experience under the direct supervision of a Certified Plumbing Contractor.**

\* Works under direct supervision of an Electrical or Plumbing Certified Contractor.

Technical Trades	
Rental Apartment Maintenance Repair Technician	Employee of an Apartment Management Company 1 year – see standards for specifications.



Contractors Certification Division  
Planning, Zoning & Building  
2300 N. Jog Road, 2<sup>nd</sup> Floor Suite 2W-61  
West Palm Beach, FL 33411  
Office (561) 233-5525  
Email: [PZBCCERT@pbcgov.org](mailto:PZBCCERT@pbcgov.org)  
Website: [www.pbcgov.org/pzb/contractors](http://www.pbcgov.org/pzb/contractors)

## Background Fingerprint Service Providers

Effective 10/1/2015, the Construction Industry Licensing Board (CILB) implemented a new ruling to perform livescan fingerprints during the application and/or renewal of a county license. You must obtain fingerprints to comply with the application requiring a criminal background check for all applicants.

Below is the Florida Department of Law Enforcement (FDLE) website, which you may use to locate a livescan fingerprinting provider:

[http://www.fdle.state.fl.us/Criminal-History-Records/Documents/InternetDoc\\_ServiceProviders\\_June.aspx](http://www.fdle.state.fl.us/Criminal-History-Records/Documents/InternetDoc_ServiceProviders_June.aspx)

The approved Livescan Providers link is maintained by the Florida Department of Law Enforcement (FDLE). <http://www.fdle.state.fl.us/Criminal-History-Records/Registered-LiveScan-Submitters>

- You may also check with your local law enforcement agencies, such as police departments and sheriff's offices to see if they provide livescan fingerprinting.
- The Palm Beach County Identifier (ORI Number) is **FL750157Z**. This number must be given to the fingerprinting provider in order for Contractors Certification to receive the results. Confirm with the Provider, *prior to selection*, that they can process your fingerprints using our ORI number.
- Contractors Certification must receive the fingerprint results prior to application review. *Please feel free to provide a copy of this document to the Fingerprint Provider.*

### CILB Rule #7 Criminal Record:

- (A.) Criminal Background Checks: are to demonstrate that the applicant is of good moral character and is fit for licensure, the applicant must submit to a Level 2 criminal background check conducted by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The cost of the criminal background check is to be covered by the applicant.

If the applicant is found to have a criminal background, the Board may deny issuance of a certificate of competency based upon:

- (1.) the relationship of the crime to contracting;
- (2.) the severity of the crime; or
- (3.) the potential for public harm.

However, the Board may consider as mitigating factors:

- (1.) the length of time since the commission of the crime; and
- (2.) evidence of rehabilitation of the applicant.

The Board may not deny licensure to an applicant based solely upon a conviction or the applicant's failure to provide proof of restoration of civil rights. **In determining the issuance of a re-certification, the Board may require the licensed contractor to submit to a criminal background check.**



CONSTRUCTION INDUSTRY LICENSING BOARD  
of PALM BEACH COUNTY

2019 BOARD MEETING SCHEDULE

Application Deadlines

January 4, 2019  
February 1, 2019  
March 1, 2019  
April 5, 2019  
May 3, 2019  
June 7, 2019  
July 5, 2019  
August 2, 2019  
September 6, 2019  
October 4, 2019  
November 1, 2019

Board Meetings  
Dates for 2019

January 28, 2019  
February 25, 2019  
March 25, 2019  
April 22, 2019  
May 20, 2019  
June 24, 2019  
July 22, 2019  
August 26, 2019  
September 23, 2019  
October 28, 2019  
December 16, 2019

**\*\*November 2019 – No Meeting Scheduled**  
**December 2019 – No deadline, anything after 11/1**  
**will be considered for January 2020 review.**

- The CILB meets once a month on the 4<sup>th</sup> Monday, scheduling and holidays permitting, with the exception of November when no meeting is held.
- Applications are reviewed in the order they are received; scheduling before the Construction Board is based upon review and a complete application package.
- The Construction Industry Licensing Board (CILB) of Palm Beach County meets at the Vista Center, 2300 North Jog Road, West Palm Beach, at 2:00 p.m., in Conference Room 1W-47. For further inquiries you can contact our office at (561) 233-5525 or via our email address at [PZBCCert@pbcgov.org](mailto:PZBCCert@pbcgov.org)