IOWA PLUMBING AND MECHANICAL SYSTEMS BOARD
INSTRUCTIONS FOR RENEWAL APPLICATION

Applications postmarked on or after January 1, 2013 will be required to submit appropriate renewal and late license fees as applicable.

An application is not considered complete and will not be processed until all items have been submitted as required. Online applications must be submitted with credit or debit card information. Paper application renewal fees must be paid with check or money order payable to: Iowa Plumbing and Mechanical Systems Board.

The following general information is required for all applications:

- Personal Information – Name, address (personal/business), date of birth, telephone.
- License Trade and Level – Identify licenses that are being renewed. For Master and Journeyperson applicants identify the specific trade(s) of plumbing, HVAC, refrigeration or hydronics. Apprentice licenses are universal to all trades.

Continuing Education Units for Master & Journeyperson Level Licenses
To complete the Continuing Education section, identify the course name, date of course, course number and hours of credit for each course.

Beginning November 7, 2012 journeyperson and master level licenses that are more than 366 days past the original expiration date of a license may renew by submitting continuing education courses taken one year or later past the expiration date or a successful completion of a Prometric examination for each trade license being renewed, along with appropriate fees.

All completed applications must be submitted with the proper fees to:

Iowa Plumbing and Mechanical Systems Board
Iowa Dept. of Public Health
321 E 12th Street
Des Moines, Iowa 50319

Additional information can be obtained online at: www.idph.state.ia.us/PMSB
Or by calling: 1-866-280-1521

Part I – Applicant Information

Name – Full name of applicant.
Mailing Address – Provide personal and business information. Identify which address is to be used for mailing correspondences. The identified address may be listed on licensediniowa.gov with license registration information or in public information requests. Identify if there has been a change in the personal or business address.

Part II– License

In order to qualify for the 30% multiple license discount and use CEU credits for multiple license renewals, all licenses need to be combined into one account number. If you hold more than one license number you will be asked to identify the license numbers and corresponding trades to be combined into one license number.

- Identify all disciplines (plumbing, HVAC, refrigeration, hydronics) and level (master, journeyperson, apprentice) of licensure. Include license number(s) & date of expiration.
- Identify whether you are seeking active or inactive status. Inactive licensees must meet the same continuing education requirements as active licensees.
- Medical Gas Pipe Certificate applicants must provide the NITC certification number or board approved certification number present on their card & the date of expiration.

Journeyperson/Master Level License Renewal

To complete the Continuing Education section, you will need to identify the course name, course number and hours of credit for each course. The board may conduct an audit of a licensee's license renewal application to review compliance with continuing education requirements per Iowa Administrative Code r. 641—30.5(105).The requirements for Continuing Education for master and journeyperson licenses are as follows:

Single License - Plumbing, HVAC, Hydronics or Refrigeration	**8 Total Hours of CEU** 2 Hours Safety 2 Hours Code (Applicable Plumbing or Mechanical) 4 Hours Discipline (Must be in current license discipline only.)
Multiple Licenses Renewed Same Expiration Date – Combination of 2 or 3 Mechanical Licenses (HVAC, Hydronics, or Refrigeration)	**14 Total Hours of CEU** 4 Hours of Safety 2 Hours of Mechanical Code 8 Hours of Discipline Note: Required discipline hours total 8 for the licensee. The 8 hours of discipline CEU's may be obtained from one or any combination of discipline licenses held by the licensee.
Multiple Licenses Renewed Same Expiration Date – Combination of 1 plumbing & 1 or more Mechanical Licenses (HVAC, Hydronics, &/or Refrigeration)	**16 Total Hours of CEU** 4 Hours of Safety 2 Hours of Mechanical Code 2 Hours of Plumbing Code 8 Hours of Discipline Note: Required discipline hours total 8 for the licensee. The 8 hours of discipline CEU's may be obtained from one or any combination of discipline licenses held by the licensee.
Multiple Licenses Renewed at Separate Expiration Dates –	A licensee who holds licenses with different expiration dates will be required to submit 8 CEU's for each single license. No fee discount will apply. Once CEU credits are applied to the renewal of a single license, the credits will not be eligible for use in renewal of any additional licenses. **8 Total Hours of CEU for each separate license** 2 Hours Safety 2 Hours Code (Applicable Plumbing or Mechanical) 4 Hours Discipline (Must be in discipline of the renewal license only.)

***Note, if applying for renewal at 366 or more days past the original expiration date, CEU's must be taken on a date that is more than 365 days from the expiration date. Ex: Original license expired 06/01/2011 then CEU's must be taken on or after 06/02/2012. These CEU's will not be eligible to renew any future license other than the current renewal license.**

Apprentice Renewal –

To complete the apprentice renewal section, please update any changes to the US Department of Labor sponsorship information. There are no CEU requirements for apprentice licenses.

Part III – Screening Questions –

All questions must be answered in order for the application to be processed. If you answer "Yes" to any of the questions, your application will be referred to the Plumbing Board for review. You must answer "Yes" even when a conviction or judgment has been deferred or expunged from your record. Please provide any pertinent details with your application.

Part IV – Applicant's Signature

Each applicant for licensure is required to submit their application with acknowledgement of the identified perjury statement. An applicant is responsible for the accuracy of the data regardless of whether an assistant completes and submits the applicant's licensure application.

Social Security Number – Privacy Act Notice: Disclosure of your Social Security Number is required by 42 U.S.C. § 666(a)(13) and Iowa Code § 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18. This item will be found on the last page of the application.

Fee Information

Fees for a renewal application are as follows. Beginning January 1, 2013 all renewal license fees will apply. Applicable late fees apply to all renewal applications, regardless of postmark date.				
On or Before Expiration	**$0.00 prior to 12/31/2012 (Applicable renewal fees apply 01/01/2013)**			
1-30 Days past Expiration Date	**$0.00 Late Fees + *cost of renewal license per trade**	**No Exam**	**Issue/Expiration Stays the Same**	**Eligible to Work**
31-60 Days past Expiration Date	**$60.00 Late Fee per trade + *cost of renewal license per trade**	**No Exam**	**Issue/Expiration Stays the Same**	**Eligible to Work**
61-365 Days past Expiration Date	**$100.00 Late Fee per trade + *cost of renewal license per trade**	**No Exam**	**Issue/Expiration Stays the Same -**	**Ineligible to Work**
366 + Days past Expiration Date	***Cost of renewal license per trade**	**Exam *OR* CEUS**	**Issue/Expiration Become New Date of Issue**	**Ineligible to Work**

Renewal Fees					
Apprentice	$50.00	Journeyperson	$50.00 / trade	Master	$125.00 / trade
Specialty	$50.00	Med Gas	$50.00	Contractor	$150.00
InactiveMaster/Active Journey	$100.00 / trade	Inactive	$50.00 / trade		