IOWA PLUMBING & MECHANICAL SYSTEMS BOARD
INSTRUCTIONS FOR APPLICATION FOR SPECIALTY LICENSES AND CERTIFICATES

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. Currently Master Card, Visa and Discover are accepted. Paper applications will incur an additional processing fee of $25.00 and must be paid with check or money order payable to: Iowa Plumbing and Mechanical Systems Board. Applications may take 4-6 weeks for processing.

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

Part I – Personal Information
Name – Full name of applicant.
Mailing Address – Provide personal and business information. Identify which address is to be used for mailing correspondences. The city and state information of the identified address will be listed on licensediniowa.gov with license registration information.

Part II – Requested License(s) and/or Certificates
Identify the specific license(s) and/or certificate(s) being sought.

Part III– License and/or Certificate Applications

***Section A* Medical Gas Pipe Certificate –**
Applicant must provide proof of possession of a valid certification issued by board recognized providers (i.e., NITC, MGM, METC, EMGS, AMS or MGMS). Other training providers will be reviewed by the board for equivalency before certification can be issued.

***Section B* Hearth Systems License**
Applicant must provide proof of possession of a valid certification issued by the National Fireplace Institute. Other training providers will be reviewed by the board for equivalency before certification can be issued.

***Section C* Private School or College Routine Maintenance License**
Applicant must:

1.) provide proof of current employment with a private school or college
2.) certify the applicant is performing routine maintenance for current employer.

***Section D* Disconnect/Reconnect Plumbing Technician License** –
Applicant must provide either:

1.) proof of industry training

-Or-

2.) completion of a Service Technician Associate degree or equivalent education or training.

***Section E* Service Technician HVAC Specialty License**
Applicant must provide either:

1.) proof of possession of a valid certification from NATE or a board approved equivalent

-Or-

2.) completion of a Service Technician Associate degree or equivalent education or training.

Part IV – 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 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 V – 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 who 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.

An application will not be processed without all complete information and the proper fees. All fees are non-refundable.
All checks or money orders are to be made payable to: Iowa Plumbing and Mechanical Systems Board. Submit completed applications to:

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