**Section 750.300 Requirements for Admission to the Plumbing License Examination**

a) To apply for admittance to the examination for a plumber's license, a person shall file an application for examination on forms provided by the Department.

1) The application form may be obtained by downloading the application from the Department's website (http://dph.illinois.gov/topics-services/environmental-health-protection/plumbing).

2) The application shall be submitted to the Illinois Department of Public Health, 525 West Jefferson Street, 3rd Floor, Springfield, Illinois 62761.

3) The Department will accept applications postmarked at least 30 days before the examination date. On each examination date, not more than 50 applicants (not more than 40 during winter months) will be examined. The examination will be scheduled at least once every three months. The Department and the Board may schedule additional examination dates as they deem necessary, based on the number of applicants.

4) The Department and the Board will establish examination dates and locations. This information will be included with the examination application form.

b) For each application the following materials must be received by the Department, postmarked at least 30 days before the examination date:

1) A completed application form;

2) A photograph of the face of the applicant at least 1½ inches by 2½ inches;

3) Proof of eligibility as specified in subsection (e); and

4) The required non-refundable application fee as specified in Section 750.1100.

c) The applicant shall be a citizen of the United States or shall have declared his or her intent to become a citizen. (Notarized papers, such as "Intent to File for Citizenship", shall be submitted to the Department.)

d) The applicant shall have completed at least a two year course of study in a high school, or an equivalent course of study, equal to 10 credit hours;

e) To be eligible for the plumbing license examination, an applicant shall possess one of the following combinations of experience and education and shall provide proof of experience and education as follows:

1) Illinois licensed apprentice plumber:

A) Each applicant shall have served a minimum of four years as an Illinois licensed apprentice plumber.

B) Each applicant who has served an apprenticeship shall be able to establish that he or she received instruction through practical experience under the supervision of a licensed plumber.

C) The term of apprenticeship shall be not less than 1,400 hours per year, for a total of 5,600 hours in four years.

2) Illinois licensed apprentice plumber with training or education:

A) Each applicant shall have served at least two years as an Illinois licensed apprentice plumber and have two years of approved courses in plumbing (see Section 750.540) for a total of 5,600 hours.

B) Proof of practical experience shall be provided as specified in subsection (e)(1)(B).

C) A person who submits evidence of classroom or laboratory training in a vocational or trade school, a branch of the military service, or a college or university shall be given credit hours at the rate of two credit hours for each classroom hour, not to exceed a maximum of 24 months' credit.

D) Evidence shall consist of transcripts, degrees, military service records or certificates of completion. If the course submitted by an applicant for the plumbing license examination has already been evaluated and approved by the Department, the applicant need only verify participation in the course.

3) Licensed apprentice in another state or territory of the United States:

A) Each applicant shall have the equivalent of four years as a licensed apprentice in another state or territory of the United States.

B) Proof of practical experience shall be provided as specified in subsection (e)(1)(B).

C) A person who submits evidence of experience in plumbing through an apprentice plumbing program in another state or territory of the United States, or a municipality in another state or territory, other than the State of Illinois shall be given credit on an hour-for-hour basis toward the minimum four years of apprenticeship required.

4) A person who has completed a course of study approved by the Department as equivalent to a four year apprenticeship served by an Illinois licensed apprentice plumber:

A) An approved course of instruction in plumbing shall cover the subject areas and provide the number of hours of instruction and practical training specified in Section 750.550. An approved course of instruction shall total 2,800 hours of credit.

B) Evidence shall consist of transcripts, degrees or certificates of completion to verify completion of a course that has been evaluated and approved by the Department.

5) Licensed plumber in another state, municipality or territory of the United States with no apprentice plumber program:

A) Documents verifying licensure and plumbing experience and training will be considered on an hour-for-hour basis toward meeting the apprenticeship requirement of 1,400 hours per year. An applicant shall obtain documentation from the licensing state, municipality, or territory to verify to the Department that he/she was tested to obtain his/her license and that the test consisted of at least three areas − knowledge of plumbing design, practical or working skill evaluation, and knowledge of plumbing standards applicable to the licensing entity's jurisdiction (see Section 750.310).

B) A copy of the rules from the licensing entity pertaining to the licensing of plumbers shall accompany the examination application.

6) Licensed plumber in a foreign state:

A) Each applicant shall have at least two years of experience as an Illinois licensed apprentice plumber or two years of courses in plumbing, approved in accordance with Section 750.540.

B) Documentation of the applicant's license issued by a foreign state shall be submitted.

(Source: Amended at 40 Ill. Reg. 8786, effective June 17, 2016)