**Section 750.420 Documentation Required for Sponsors of Apprentices**

For all licensed plumbers sponsoring an apprentice, documentation shall be submitted to the Department showing the current status and position of the licensed plumber in the plumbing business. Such documentation shall be signed by the president of a firm, sole proprietorship, or association; by a general partner of a partnership; or by the secretary of the board of directors of a corporation. Acceptable documentation includes the following:

a) Corporations: Minutes of the meeting of the board of directors during which a licensed plumber was appointed to fill a corporate office provided for in the by-laws of the corporation. By-laws of the corporation must be submitted in addition to minutes if the licensed plumber is appointed to any corporate office other than president, vice-president, secretary or treasurer.

b) Partnerships: A copy of the written partnership agreement. If the written partnership agreement has been executed, a letter describing the partnership, business activities of the partnership, local business licenses, and the status of the licensed plumber within the partnership.

c) Sole Proprietorships, Firms and Associations: A letter describing the form of business, general business activities, local business licenses, and the status of the licensed plumber within the firm or association. A firm or association that is doing business as a corporation or partnership shall comply with subsections (a) and (b).

(Source: Added at 24 Ill. Reg. 12019, effective August 1, 2000)