



Construction Codes and Licensing Division  
Licensing and Certification Services  
443 Lafayette Road North  
PO Box 64217  
St. Paul, MN 55164-0217

Phone: 651.284.5031  
Email: [dli.exam@state.mn.us](mailto:dli.exam@state.mn.us)  
Web site: [www.dli.mn.gov](http://www.dli.mn.gov)

# PLUMBING

## Work Experience Verification Form

**PRINT clearly IN INK OR TYPE**  
**MAKE A COPY OF THIS FORM FOR YOUR RECORDS**

Applicant's Legal Name:	License / Registration Number: (if applicable)	SSN: (Last 4 digits Only)
Applicant's Address:	City, State, Zip	Email Address:

To renew a registration, unlicensed individuals must provide verification of their employment by a licensed contractor or registered employer for the registration period. Verification information required includes: name, address, and phone number of the employer, registered individual's dates of employment with the employer, class of work performed; and hours worked. The information provided on this form is public data and shall be used to qualify the registered unlicensed individual for an applicable license exam. **Individuals with multiple employers during the reporting period must make copies of the form and have each employer complete a separate verification.**

Employer Name	License / Registration Number		
Employer Address	Telephone		
City	State	Zip	Email Address
Name of Responsible Person (Master Plumber)	License Number	Title	

Qualifying work experience is verified based on a 12-month registration period of July 1 to June 30. Actual hours must be reported by Class of Work performed by the registered individual. Blanks will be recorded as 0 hours. No more than a total of 1,750 qualifying hours may be reported per 12-month registration period. Hours reported on this form must be supported by records maintained by the employer for demonstrating compliance. Knowingly providing inaccurate or fraudulent information may constitute a violation and subject the violator to a civil penalty of up to \$10,000.

<b>Complete a SEPARATE work experience form for each year of employment.</b>		Are the hours reported on this form taken from payroll records?  <input type="checkbox"/> YES <input type="checkbox"/> OTHER (specify)
Date of Employment:		
Start Date: <b>July 1</b> _____	End Date:	

CLASS OF WORK	For Office Use Only	Hours Worked
DRAIN, WASTE, AND VENT INSTALLATION	DW	
FIXTURE INSTALLATION	FI	
MAINTENANCE AND REPAIR OF PLUMBING	MR	
WATER DISTRIBUTION INSTALLATION	WD	
WATER SERVICE AND SEWER INSTALLATION	WS	

<b>TOTAL OF ALL QUALIFYING HOURS WORKED (MAX 1,750 HOURS PER YEAR)</b>	
--	--

Form must be signed by the designated Responsible Person and Applicant. I certify that I personally know or that the employer's employment records verify that this individual, during the referenced employment period, engaged in the identified classes of work for the number of hours shown. The applicant's signature below acknowledges agreement with the information provided on this form.

RESPONSIBLE PERSON'S SIGNATURE	DATE SIGNED	APPLICANT'S SIGNATURE	DATE SIGNED
--------------------------------	-------------	-----------------------	-------------

# INSTRUCTIONS

## READ CAREFULLY BEFORE COMPLETING THIS FORM

### Employer must complete the Work Experience Verification Form.

#### WORK EXPERIENCE VERIFICATION FORM REQUIRED

Registered unlicensed individuals, as part of renewing their registration, must provide verification of their employment by a licensed contractor or registered employer during the registration period of July 1 to June 30. This form reports the verified hours and is adapted for use by unlicensed individuals registered to perform plumbing work. The reason for verifying work hours each year along with renewing a registration is so the registered individual does not have to verify these hours when applying for a license examination. Verifying hours annually when renewing a registration enables the department to gradually qualify an individual for examination, which makes for quicker approvals.

#### Registered Unlicensed Individual

- Complete information on the form for the registered individual.
- The work period being verified is the 12-month registration period of July 1st to June 30th.
- Complete mailing address information for the unlicensed individual's. Updates to the individual's personal or mailing address may be noted on the registration renewal form. Address changes may also be made using a form available online at <http://www.dli.mn.gov/workers/plumber/licensing-personal-plumber-licenses>.

#### Employer Information (mandatory information if business is licensed in Minnesota)

- Enter the employer's business name, address, license or registration number, contact's phone number, and email address. (NOTE: License number is mandatory, if business holds contractor license number or registered employer number in Minnesota.)
- Enter the employer's designated responsible individual's name and license number. The individual's license number must match what the department has on record as the designated responsible individual and license number.

#### Unlicensed Individual's Work Experience

- Provide exact dates of employment during the 12-month registration period (July 1<sup>st</sup> to June 30th). Include the month, day, and year.
- Indicate whether the hours reported on the form are taken from payroll records; and if not, specify the other forms of documentation used to verify the individual's work experience.
- For each class of work identified, enter the actual hours the individual performed that class of work during the registration period. (Note: Blanks will be assigned 0 hours.)
- Enter the total number of plumbing work hours verified, which may not exceed 1,750 hours.

#### Certification Signature and Date

- The employer's designated responsible individual must certify, with a signature, that the registered unlicensed individual performed the identified classes of work for the number of hours entered on the form during the 12-month registration period.
- The registered unlicensed individual's signature on the form acknowledges agreement with the information verified by the employer

#### QUALIFYING FOR A LICENSE EXAMINATION

Work verification is for the following license classifications, which require a minimum number of months/hours qualifying work experience to become licensed. Detailed information on qualifying for a license exam is available at [www.dli.mn.gov](http://www.dli.mn.gov)

License Class	Law (Rule)	Requirement	Minimum Requirements
Plumber Journey worker	326b.46 (4716.0020)	7,000 hours	2000 hours drain, waste, vent installation 1000 hours fixture installation 2000 hours water distribution installation
Plumber Master	326B.46 (4716.0020)	1,750 hours	Journey worker license plus an additional 12 months experience in any of the areas listed below:  Drain, Waste, Vent Installation Fixture Installation Maintenance and Repair of Plumbing Water Distribution Installation Water Service and Sewer Installation