



## St. Johns County Board of County Commissioners

Growth Management | Building Services Division

### JOURNEYMAN PLUMBING & HVAC (MECHANICAL) EXAMINATION

All forms available on our web-site: [www.sjcfl.us/contractorlicensing](http://www.sjcfl.us/contractorlicensing)

#### **STEP 1:**

1. **Obtain Application.** All blanks must be filled in and completed. Incomplete applications will be returned to applicant.
2. All applicants for the Journeyman Examination shall submit written proof of four (4) years of verifiable experience working in the field and must have completed an accredited apprenticeship program; or applicant may submit written proof of six (6) years verifiable work experience signed by the Master license holder(s) for the trade in which he or she is applying for.
3. **Prepare for trade examination.** (Refer to Prov testing voucher for information regarding registration of your test or Prometric Candidate Registration and Scheduling Instructions Bulletin.)

#### **STEP 2:**

1. Return completed application to the Licensing Department with the **\$55.00** application fee and proof of experience. (Fees Subject to change without notice. Please check with the Licensing Dept.)
2. The Licensing Department will prepare the testing registration voucher or form. St. Johns County allows exams through two testing providers, ProV and Prometric. Prometric lists dates and deadlines for testing in their bulletin as well as testing locations. Each examination provider has different book lists. You cannot buy the books listed on a ProV book list and schedule a test with Prometric or buy books on a Prometric book list and test with ProV.
3. Follow the directions for the exam provider you have chosen so you will be scheduled for the correct test.

#### **STEP 3:**

1. Obtaining license after passing exam: (Passing grade of 70% or above)

#### **PREPARATION:**

- A. Return to the Licensing Department and pay license fee of \$50.00.
- B. Set up date to appear before the Contractor Review Board to receive your license.

**LICENSING REMINDERS: Address changes must be promptly supplied. The County accepts no responsibility for undelivered correspondence or annual license Renewal notices. YOUR BIENNIAL RENEWAL FEE IS \$50.00.** (Fees subject to change without notice, please check with the Licensing Department) If you have questions, call (904) 827-6820 or email [conlicen@sjcfl.us](mailto:conlicen@sjcfl.us)

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