APPLICATION PACKET FOR PERSONS APPLYING FOR
STATE & LOCAL GOVERNMENT TECHNICIAN
(PLUMBING OR HEATING 1, 2 OR 3) LICENSE
WITHOUT EXAMINATION
WHO CURRENTLY HOLD AN ACTIVE
NORTH CAROLINA PLUMBING, CLASS I
OR HEATING GROUP 1-I, 2 OR 3-I
CONTRACTOR’S LICENSE
Incomplete applications will be returned. A completed application packet, background criminal record check, and experience forms verified by our staff must be received in this office before you will be qualified to sit for the examination.

All applicants are required to utilize “CastleBranch.com” to submit a nationwide criminal record report to the Board (attach a paper copy of the background report to this application). Applicants are required to pay the reporting service for the cost of the report. Answering falsely or submitting an inaccurate criminal record report can be considered fraud or deceit in obtaining a license and could lead to the denial of your application as well as prosecution under G.S. 87-23 and G.S. 87-25. The Board shall not consider the examination application of a person who has been convicted of a crime involving fraud or moral turpitude until at least one year has elapsed following the applicant’s completion of the terms and conditions of any punishment for the conviction, except for unsupervised probation.

Mail Completed Application Packet and Examination Fee to:
State Board of Examiners of Plumbing,
Heating and Fire Sprinkler Contractors
1109 Dresser Court
Raleigh, NC 27609

License Definitions

Plumbing is hereby defined to be the system of the system of pipes, fixtures, apparatus and appurtenances, installed upon the premises, or in a building, to supply water thereto and to convey sewage or other waste there from.

Heating, Group 1 shall be deemed and held to be the heating system of a building, which requires the use of high or low pressure steam, vapor or hot water, including all piping, ducts, and mechanical equipment appurtenant thereto, within, adjacent to or connected with a building, for comfort heating.

Heating, Group 2 means an integral system for heating or cooling a building consisting of an assemblage of interacting components producing conditioned air to raise or lower the temperature, and having a mechanical refrigeration capacity in excess of fifteen tons, and which circulates air. Systems installed in single-family residences are included under heating group number three, regardless of size.

Heating, Group 3 shall be deemed and held to be a direct heating or cooling system of a building that raises or lowers the temperature of the space within the building for the purpose of comfort in which electric heating elements or products of combustion exchange heat either directly with the building supply air or indirectly through a heat exchanger using an air distribution system of ducts and having a mechanical refrigeration capacity of 15 tons or less.

GS 87-21. Definitions; contractors licensed by Board; examination; posting license, etc.

(b)(2)(c) The Board shall establish and issue

1. A State and local government plumbing, heating group number one, heating group number two, or heating group number three technician license for use by persons who do not possess the required plumbing, heating group number one, heating group number two, or heating group number three contractor license but desire to engage in the installation, repair, or replacement of plumbing, heating group number one, heating group number two, or heating group number three solely as an employee of a State or local government agency.

2. A State and local government plumbing, heating group number one, heating group number two, or heating group number three technician license for use by persons who do possess the required plumbing heating group number one, heating group number two or heating group number three contractor license but also desire to engage in the installation, repair or replacement of plumbing, heating group number one, heating group number two, or heating group number three as an employee of a State or local government agency without listing their contractor license in the name of the State or local government agency, Licensed contractors who obtain the State and local government technician license shall be allowed to contract and perform work under the contractor license only during hours such contractor is not actively employed with the State or local government as a technician, and is on-site carrying out the contracting activity personally. No work can be performed by the State or local government agency in reliance upon the technician license when the licensee is not present.
STATE BOARD OF EXAMINERS OF PLUMBING, HEATING & FIRE SPRINKLER CONTRACTORS – RALEIGH, NC
APPLICATION WITH OUT EXAMINATION

Please print legibly in black ink or type (applications must include full name and not an initial)

FULL NAME:

First: ____________________________ Middle: ____________________________ Last: ____________________________

Social Security No.: _______ - _______ - _______, Date of Birth: ____________
(Required)

Home Address: ____________________________ Work Address: ____________________________

Street/PO Box: ____________________________ Street/PO Box: ____________________________

City: ____________________________ State: ____________________________ City: ____________________________ State: ____________________________

Zip: ____________________________ County: ____________________________ Zip: ____________________________ County: ____________________________

Home Phone: ____________________________ Work Phone: ____________________________

Email: ____________________________ @ ____________________________ Fax: ____________________________

Home Physical Address: ____________________________

Street: ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

Examination(s) and Fees – Indicate which examination(s) you wish to take. You must currently hold the Class I contractor qualification for any technician license that you wish to obtain without examination.
(Except: Heating Group 2, which has no sub-classes)

☐ State & Local Gov. - Plumbing Technician  ☐ State & Local Gov. - Heating, Group 2 Technician
☐ State & Local Gov. - Heating, Group 1 Technician  ☐ State & Local Gov. - Heating, Group 3 Technician

Application Fee: $30.00 and is non-refundable
Annual License Fee: $130.00 ($65.00 if listed as the second or subsequent licensee at the same agency location)

Currently active NC Contractor’s license issued by this Board
Enter your license number and qualifications: License number: ____________________________ Qualification: ____________________________

Applicant’s Criminal Record Information
Have you ever been charged or convicted of a crime (excluding minor traffic violations)? Check one: Yes □ No □

If yes, explain the occurrence(s) on a separate sheet of paper

Are you presently serving or have you completed any period of incarceration, probation or parole for any misdemeanor or felony? Check one: Yes □ No □ If yes, explain the occurrence(s) on a separate sheet of paper.

Authorization of Records Check:
All applicants are required to utilize “CastleBranch.com” to obtain a nationwide criminal record report and must attach a paper copy of the background report to this application (instructions attached to this application). Applicants are required to pay the reporting service for the cost of the report. In making this application to the State Board of Examiners of Plumbing, Heating, & Fire Sprinkler Contractors for a license under the provisions of Chapter 87 of the General Statutes of North Carolina and the Rules of the State Board of Examiners, I swear (or affirm) that I am the applicant named herein and that all information provided in connection with this application is true to the best of my knowledge and belief.

Applicant’s signature: ____________________________ Date: ____________________________
On this application, the Board asks questions about a license applicant’s criminal history. In addition to the questions on this application, the Board may conduct a formal criminal or disciplinary history check. Answering “yes” to any of these questions or having a conviction, disciplinary or adverse employment action is not automatically a basis for denial of licensure.

When an applicant has a criminal conviction, the Board will consider:

1. The level and seriousness of the crime.
2. The date of the crime.
3. The age of the person at the time of the crime.
4. The circumstances surrounding the commission of the crime, if known.
5. The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
6. The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
6a. The completion of, or active participation in, rehabilitative drug or alcohol treatment.
7. The subsequent commission of a crime by the applicant.
8. Any affidavits or other written documents, including character references.

If Board staff is unable to approve an application, the applicant has the right to request to have that application heard by the members of the Board. Any such request should be submitted in writing to the Board’s Executive Director. The Board will conduct that hearing pursuant to the North Carolina Administrative Procedure Act and the Board’s own hearing rules. As a result of the evidence presented at that hearing and considering the considerations outlined above, the Board may refuse to grant or may condition a license if it finds any of the grounds for doing so under North Carolina Gen. Stat. § 90-85.38(a).

If the applicant wishes to appeal the Board’s final decision, the applicant may seek review of the decision by filing a petition for judicial review in the Superior Court pursuant to Article 4 of the Administrative Procedure Act, North Carolina Gen. Stat. § 150B-43 et seq.

Mail Completed Application Packet, $30.00 application fee, and annual license fee of $130.00
($65.00 annual license fee if listed as the second or subsequent licensee at the same agency location)

State Board of Examiners of Plumbing,
Heating & Fire Sprinkler Contractors
1109 Dresser Ct
Raleigh, NC 27609
Applicant Instructions to Obtain
Certified Background Check For
State Board of Examiners of Plumbing, Heating & Fire Sprinkler Contractors

The above organization has chosen CastleBranch.com as an approved source for background checks.

CastleBranch.com is a service that allows applicants to order and purchase their own background check directly online. The results of your background check are posted to the CastleBranch.com website in a secure, tamperproof environment. You can view the background check anytime, anywhere online with your secure password. The background check we perform is based on guidelines provided by your organization, so you know you'll get the information you need, all from one source.

To order your background check from CastleBranch.com, please follow the instructions below.

1. Go to www.CastleBranch.com
2. In the Place Order Box, enter package code: ST46
3. Enter Personal Information
4. Select a method of payment: Visa, Master Card or money order.

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 24-72 hours. Once your background check is complete, your organization will automatically be able to view your background check results. You can also supply the password to anyone else that needs to see your results. Please print a copy of your certified background check and include the copy with your application
Must submit copies of all pages of criminal background report with application.

www.CastleBranch.com
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info@castlebranch.com