

**BOARD OF EXAMINERS –APPLICATION FOR EXAMINATION****CITY of CAPE GIRARDEAU**

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

<b>Applicant</b>		Date
Mailing Address		City, State, Zip
Telephone	Fax	Email

**Current Employer**

Mailing Address		City, State, Zip
Telephone	Fax	Email

I would like to take the examination for License as:

Master Plumber	Journeyman Electrician	Mechanical Installer
Journeyman Plumber	Residential Electrician	Sign Contractor
Master Drainlayer	Electrical Maintenance	Master Electrician

Note: Plumbing Fixture Installer and Construction Contractor are not subject to examination or experience requirements.

**CERTIFICATION**\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Applicant Printed Name**For Office Use Only**

Board of Examiners Approval: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

Examination Results: \_\_\_\_\_



**BOARD OF EXAMINERS –BACKGROUND QUALIFICATIONS – EMPLOYMENT**  
**CITY of CAPE GIRARDEAU**

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Employer Business Name		Employer Contact Name	
Mailing Address		City, State, Zip	
Telephone	Fax	Email	

**The remainder of this form to be completed by Employer**

Dates of Employment

Description of Job Duties

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Printed Name

State of

County of

Subscribed and sworn to be before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Typed Name of Notary Public

My Commission Expires:

\_\_\_\_\_



**BOARD OF EXAMINERS –BACKGROUND QUALIFICATIONS – EDUCATION**

**CITY *of* CAPE GIRARDEAU**

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

<b>Name of School</b>	Type of Degree or Certificate
Street Address	City, State, Zip
Telephone	
Dates Attended	
Courses of Study (Attach a copy of school transcripts for any schooling submitted as qualifications):	

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**CITY OF CAPE GIRARDEAU  
BOARD OF EXAMINERS  
APPLICATION FOR EXAMINATION INFORMATION SHEET**

1. Complete the Application for Examination.
2. Complete the top portion of the Background Qualifications for Employment sheet for your current employer and previous employers, equaling at least four (4) years of experience. The lower portion of the sheet is required to be completed and signed by your employer, and notarized. **Please note: only work experience performed after the age of 18 is admissible.**

If you are self-employed, submit one or more of the following items:

- a) A notarized letter from the City Clerk in the cities in which you are licensed, stating the type of license held, how long you have held the license, the requirements for obtaining the license, and a copy of the license.
  - b) A notarized letter from the Building Official's office stating how long you have obtained permits and requested inspections, as well as the type of work you have performed.
  - c) Notarized letters from companies, businesses or individuals that have hired you for projects.
3. Complete the Background Qualifications for Education sheet and include a copy of your transcript. If you previously passed a Prometric, Experior or Block and Associates Test, provide documentation of passing the test. You may be exempt from testing, contingent upon the sponsoring municipality reciprocating your license.

The Board of Examiners meets the first Wednesday of each month at 7 p.m. in the Council Chambers of City Hall, 401 Independence St. The deadline to be on the Board's agenda is 5 p.m. twelve (12) days prior to the meeting date. **Applicants are required to attend when their application is on the agenda. Faxed applications will not be accepted.**

Please direct any questions regarding the application or application process to Dianna Barnes, 573-339-6327.

**CITY OF CAPE GIRARDEAU  
BOARD OF EXAMINERS  
MINIMUM QUALIFICATIONS REQUIRED**

Below is a summary of the minimum qualifications required to take the requested exam. Additional information may be found in Sections 15-426 through 15-430 of the City's Code of Ordinances.

**MASTER PLUMBER**

One (1) year of experience as a licensed Journeyman Plumber; or hold a degree in engineering from an accredited college or university and two (2) years of experience in the design, planning and installation of plumbing systems; or completion of a two (2) year course in practical plumbing, structure drainage and structure ventilation at a recognized trade or technical school and four (4) years' experience in the design, planning and installation of plumbing systems. The applicant shall also possess the ability to direct other persons in the performance of plumbing work and shall be skilled in planning, designing and installing plumbing fixtures and facilities.

**JOURNEYMAN PLUMBER**

Four (4) years of experience in plumbing. The Board may waive two (2) years of experience if an applicant has a two (2) year degree from a certified technical school, college or university, or the Board may waive the entire four (4) years' experience requirement if the applicant has a four (4) year degree from a certified technical school, college or university.

**MECHANICAL INSTALLER**

Four (4) years' experience in mechanical installation. The Board may waive two (2) years of experience if an applicant has a two (2) year degree from a certified technical school, college or university, or the Board may waive the entire four (4) years' experience requirement if the applicant has a four (4) year degree from a certified technical school, college, or university.

**MASTER DRAINLAYER**

Three (3) years of experience in drainlaying. The Board may waive two (2) years of experience if an applicant has a two (2) year degree from a certified technical school, college or university, or the Board may waive the entire three (3) years' experience requirement if the applicant has a four (4) year degree from a certified technical school, college or university.

**MASTER ELECTRICIAN**

One (1) year of experience as a licensed Journeyman Electrician; or hold a degree in engineering from an accredited college or university and two (2) years of experience in the design, planning and installation of electrical systems; or completion of a two (2) year course in practical electrical installation at a recognized trade or technical school and four (4) years' experience in the design, planning and installation of electrical systems. The applicant shall also possess the ability to direct other persons in the performance of electrical work, and shall be skilled in planning, designing and installing electrical fixtures and facilities.

**JOURNEYMAN ELECTRICIAN**

Four (4) years of experience in electrical installation. The Board may waive two (2) years of experience if an applicant has a two (2) year degree from a certified technical school, college or university, or the Board may waive the entire four (4) years' experience requirement if the applicant has a four (4) year degree from a certified technical school, college or university.

**RESIDENTIAL ELECTRICIAN**

Four (4) years of experience in electrical installation in residential units. The Board may waive two (2) years of experience if an applicant has a two (2) year degree from a certified technical school, college or university or the Board may waive the entire four (4) years' experience requirement if the applicant has a four (4) year degree from a certified technical school, college or university.

**ELECTRICAL MAINTENANCE**

Three (3) years of experience in electrical maintenance.

**SIGN CONTRACTOR**

Three (3) years of experience in the installation of electrical signs.