



**MECHANICAL TRADE LICENSE:
PIPEFITTER, REFRIGERATION, SHEETMETAL, AND FIRE PROTECTION SPRINKLER FITTER
APPLICATION INSTRUCTIONS – PLEASE READ CAREFULLY**

Applications that are incomplete or missing required documents will not be processed and will be returned to the applicant.

1. Submit a legible copy of government-issued identification (e.g., Driver's license or Passport) must be attached to the application.
2. A completed application, signed and **notarized**. (see last two (2) pages of this packet)
3. A Non-Refundable Application Processing Fee of **\$75.00** in the form of a check or money order made payable to the R.I. Department of Labor & Training. (Credit cards accepted – in person only).
4. A separate, **notarized** statement, on **company letterhead** signed by your present or past employer, that should include a detailed list describing all work-related experience.
5. A valid copy of your out-of-state Mechanical Trade License and an Official License Verification from your respective state for all applicants applying for a comparable Mechanical License exam in RI.
6. A valid copy of your Massachusetts Plumbers and/or Gasfitters License for any Massachusetts Pipefitters License holder applying for a comparable R.I. Pipefitters License exam.
7. **For all Rhode Island Indentured Apprenticeship Journey Person Testing Only:**
Certificate of Completion of Apprenticeship issued by the RI Department of Labor & Training Apprenticeship Office is required for all Indentured Apprentices applying for Mechanical journeyperson exams. The Apprentice Completion form can be obtained at: dlt.ri.gov/employers/register-apprenticeship/manage-your-program

Recommended Study Material: dlt.ri.gov/study-material

View your application status online: dltweb.dlt.ri.gov/profregsonline/ApplicationStatus

THIS IS AN IMPORTANT NOTICE

If you do not understand the enclosed notice, please contact this office in the RI Department of Labor and Training, Division of Workforce Regulation and Safety to speak with a Spanish interpreter. Spanish interpreters are available to assist you. If you are attending a hearing, you cannot use your own interpreter. The Division of Workforce Regulation and Safety will provide an interpreter for you. It is important that you call the Division of Workforce Regulation and Safety at (401) 462-8580 at least seven (7) days prior to your hearing to request an interpreter.

The Division of Workforce Regulation and Safety is responsible to provide interpreter services at no cost to you. You are responsible for requesting these services in accordance with the procedures outlined in this notice.

PLEASE NOTE:

Interpreters are available to assist customers in languages other than Spanish. Please contact the Division of Workforce Regulation at (401) 462-8580 to request an interpreter or written translation in a language other than Spanish.



State of Rhode Island
RI Department of Labor and Training
Division of Workforce Regulation and Safety, Professional Regulations Unit
1511 Pontiac Avenue, Building 70, Cranston, RI 02920-0943
Phone: (401) 462-8580 | www.dlt.ri.gov/profregs



Non-Refundable Processing Application Fee

	Computer Code	Application Fee	2 Year License Fee*
<u>MECHANICALS:</u>			
Master Mechanical Contractor MMA	001	NO TEST	\$480
Contractor Master CM	20.	\$75	\$240
Contractor Master Pipefitter CMP	20.1	\$75	\$240
Contractor Master Refrigeration CMR	20.2	\$75	\$240
Contractor Master Sheet Metal CMS	20.5	\$75	\$240
Refrigeration Master 1 RM1	002	\$75	\$240
Refrigeration MASTER 2 RM2	003	\$75	\$96
Pipefitter Master 1 PM1	004	\$75	\$240
Pipefitter Master 2 PM2	005	\$75	\$96
Sheet Metal Master I SMM 1	040	\$75	\$240
Sheet Metal Master II SMM 2	042	\$75	\$240
PJF/ Natural Gas Service Master II LTD	044	\$75	\$240
PJF/ Gas Serviceman (Propane Gas) Master II LTD	048	\$75	\$240
Fire Suppression LTD LIMITED	010	\$75	\$60
Decorative Heating Appliances LTD LIMITED	045	\$75	\$60
Welding LTD LIMITED	012	\$75	\$60
Gas Serviceman (Natural Gas) PJF LIMITED	019	\$75	\$144
Gas Serviceman (Propane Gas)			
Journeyman II PJF LIMITED	013	\$75	\$144
O/B Serviceman Journeyman II PJF LIMITED	015	\$75	\$144
Gas Station LTD LIMITED	016	\$75	\$60
Synthetic Exhaust Ducting LTD LIMITED	046	\$75	\$60
Contractor Master Sprinkler CMFP	20.4	\$75	\$240
Fire Protection Master FPM	017	\$75	\$240
Fire Protection Journeyman FPJ	018	\$75	\$72
<u>OUT-OF-STATE LICENSE HOLDERS:</u>			
Refrigeration Journeyman I RJ1	006	\$75	\$72
Refrigeration Journeyman II RJ2	007	\$75	\$60
Pipefitter Journeyman I PJ1	008	\$75	\$72
Pipefitter Journeyman II PJ2	009	\$75	\$60
Sheet Metal Journeyman I SMJ 1	041	\$75	\$72
Sheet Metal Journeyman II SMJ 2	043	\$75	\$30

* Individuals who achieve a passing score of 70 or greater will be invoiced for the License Fee.



**PIPEFITTERS, SHEET METAL, FIRE PROTECTION, SPRINKLER FITTER AND REFRIGERATION
APPLICATION FOR EXAMINATION**

Application Must be Printed CLEARLY

Social Security Number: _____ Date of Birth: _____
Full Name (Last, First + Middle Initial): _____
Street Address: _____
City/Town: _____ State: _____ Zip Code: _____
Home or Mobile Telephone: _____ Email: _____
Exam Applying For: _____ Computer Code: _____
Do you need this exam in a language other than English? Yes No If yes, what language? _____

Employer: _____
If Self Employed, Company Name: _____
Employer Address: _____
City/Town: _____ State: _____ Zip Code: _____
Employer Telephone: _____

Applicant must answer all questions on both pages truthfully and swear to the same before a NOTARY PUBLIC. Penalties for false information are as itemized in the General Laws of Rhode Island and Addendum. Statement may be investigated and verified for truthfulness.

General Listing of Work History:

1. Name of Employer:	_____	Type of Work:	_____
• Dates Worked: From:	_____	To:	_____
2. Name of Employer:	_____	Type of Work:	_____
• Dates Worked: From:	_____	To:	_____
3. Name of Employer:	_____	Type of Work:	_____
• Dates Worked: From:	_____	To:	_____

Education - List all education and schooling that you have received in the refrigeration, air conditioning, heating, pipefitting, sprinkler fitter, and sheet metal trade.

1. Location:	_____	Degree/Diploma:	_____
• Dates Attended: From:	_____	To:	_____
2. Location:	_____	Degree/Diploma:	_____
• Dates Attended: From:	_____	To:	_____
3. Location:	_____	Degree/Diploma:	_____
• Dates Attended: From:	_____	To:	_____

You must list any VALID LICENSES YOU NOW HOLD with the Department of Labor and Training.

1. Type of License: _____ 2. Type of License: _____ 3. Type of License: _____

Listed employers or customers may be sent forms to attest to the truthfulness of all statements on this application and these will have to be sent back to this division, properly notarized, before any action is taken on this licensing test application.

Public Notary Acknowledgement

In _____ on the _____ day of _____, 20_____,
before me personally appeared _____ to me known and known by me to be the party(ies)
executing the foregoing instrument, and he/she/they acknowledged said instrument, by him/her/they executed by them as their
free act and deed.

Applicant Signature: _____ Date: _____

Notary Signature and Seal: _____ Expiration Date: _____

Submit ONLY this page and the prior page with required documents to:

Rhode Island Department of Labor and Training
Division of Workforce Regulation and Safety
Professional Regulation Unit
PO Box 20247
Cranston, RI 02920-0943
Telephone (401) 462-8580

FOR OFFICE USE ONLY – PLEASE DO NOT WRITE IN THIS AREA

Test Fee Paid: CHECK CREDIT MO

Division/Commission Approval for Test

Comments / Date Approved: _____

Date Paid: _____