



**Mechanical Trade License Application**  
**Pipefitter, Refrigeration, Sheetmetal, and Fire Protection Sprinkler Fitter**  
**INSTRUCTIONS -- PLEASE READ CAREFULLY**

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

1. One 2"x 2" photo (passport type) or a legible copy of your driver's license or government ID.
2. A completed application, signed and NOTARIZED. (see last two (2) pages of this packet)
3. A Non-Refundable Application Processing Fee of \$75 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. A Certificate of Completion of Apprenticeship issued by the R.I. Department of Labor & Training Apprenticeship Office for all Indentured Apprentices applying for a Pipefitter, Refrigeration, Sheet Metal, or Fire Protection Sprinklerfitter Journeyman exams. Certify an Apprentice Completion form can be obtained at: [www.dlt.ri.gov/apprenticeship/forms/09CertifyCompletion.pdf](http://www.dlt.ri.gov/apprenticeship/forms/09CertifyCompletion.pdf)

**RECOMMENDED STUDY MATERIAL FOR THE EXAMS ARE LISTED BELOW BUT ARE NOT LIMITED TO:**

- a. International Mechanical Code Book, Year 2003-Latest State approved Edition.  
Available at 1 Capitol Hill, Providence, RI Phone: (401) 222-3032
- b. Refrigeration & Air Conditioning Technology, 4th Ed. (ISBN#0-7668-0667-7 Delmar Book)
- c. PUBLICATIONS AND ADDRESSES:  
SMACNA – 4201 Lafayette Center Dr., Chantilly, VA 02151  
  
HVAC Duct Construction Standards, Metal & Flexible, 2nd Ed.  
Author: Sheet Metal & A/C Contractors National  
Association Inc. Publisher: SMACNA ISBN: 1481  
  
OSHA – 4025 WEST PETERSON AVENUE, CHICAGO, IL 60646  
  
Welding Principals and Applications – 3 Columbus Circle, Box 15-015 Albany, NY 12212  
  
State Building Codes – 1 Capitol Hill, Providence RI 02908
- d. General Trade Knowledge

**View your application status online at <https://dltweb.dlt.ri.gov/profregsonline>**



### Non-Refundable Processing Application Fee

	Computer Code	Application Fee	License Fee*
<b>MECHANICALS:</b>			
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
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
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

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



## **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) 462-8570 or (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 or (401) 462-8570 to request an interpreter or written translation in a language other than Spanish.

## **AVISO IMPORTANTE**

Si usted no entiende esta notificación, por favor contacte a la oficina de RI Departamento de Trabajo y Entrenamiento División de Workforce Regulation y Safety para hablar con un intérprete en Español. Interpretes en Español están disponibles para asistirle. Usted no puede usar su propio intérprete si va a asistir a una audiencia. Workforce Regulation y Safety le proveerá un intérprete a usted. Es importante que usted llame al Workforce Regulation y Safety al (401) 462-8570 o (401) 462-8580 por lo menos (7) días antes de su audiencia para solicitar un intérprete.

La División de Workforce Regulation y Safety es responsable de proveer servicios de interpretación sin costo alguno para usted. Usted es responsable de solicitar estos servicios de acuerdo con el procedimiento escrito en esta notificación.

### **POR FAVOR OBSERVE:**

Interpretes están disponibles para asistir a clientes en idiomas, además del Español. Por favor contacte la División de Workforce Regulation, llamando al (401) 462-8580 o (401) 462-8570, para solicitar un intérprete o para traducción escrita en un idioma, además del Español.



**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? \_\_\_\_\_

CATEGORY – Applicants must state what license is requested

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: \_\_\_\_\_

1. Dates Worked: From: \_\_\_\_\_ To: \_\_\_\_\_

2. Name of Employer: \_\_\_\_\_ Type of Work: \_\_\_\_\_

2. Dates Worked: From: \_\_\_\_\_ To: \_\_\_\_\_

3. Name of Employer: \_\_\_\_\_ Type of Work: \_\_\_\_\_

3. Dates Worked: From: \_\_\_\_\_ To: \_\_\_\_\_

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

1. Location: \_\_\_\_\_ Degree/Diploma: \_\_\_\_\_

1. Dates Attended: From : \_\_\_\_\_ To: \_\_\_\_\_

2. Location: \_\_\_\_\_ Degree/Diploma: \_\_\_\_\_

2. Dates Attended: From : \_\_\_\_\_ To: \_\_\_\_\_

3. Location: \_\_\_\_\_ Degree/Diploma: \_\_\_\_\_

3. 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.

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  
1511 Pontiac Avenue, PO Box 20247  
Cranston, RI 02920-0943  
Phone (401) 462-8580 | Fax (401) 462-8528

If you fail to pass your examination, you may request a review of the same, in writing, to the Division of Professional Regulation, within thirty (30) days of failure notice.

Equal Opportunity Employer • Auxiliary Aids and services are available upon request to individuals with disabilities. TTY via RI Relay: 711

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: \_\_\_\_\_