



IOWA PLUMBING AND MECHANICAL SYSTEMS BOARD

INSTRUCTIONS FOR PAPER RENEWAL APPLICATION

Completed applications may be submitted with applicable fees to:

Iowa Plumbing and Mechanical Systems Board
Iowa Dept. of Health and Human Services
321 E 12th Street
Des Moines, Iowa 50319

Visit our website at

<https://hhs.iowa.gov/PMSB> for additional information on licensure and continuing education requirements.

For questions, call toll free (866) 280-1521.

An application is not considered complete and will not be processed until all items have been submitted as required, including renewal license fees and late fees if applicable.

- Online applications must be submitted with credit or debit card information.
- Paper application renewal fees must be submitted with check or money order payable to: Iowa Plumbing and Mechanical Systems Board. If submitting a paper application, a \$25.00 paper application fee must be included in addition to the license fee and any applicable late fees.

Part 1 – Applicant Information. Please write legibly and complete each section. Items with an * must be completed. Be sure to mark the box for the address you would like the board to use for all correspondence.

Part 2 – License Information. Provide your license # and then mark the box(es) for each license that you wish to renew. If you would like to place any a license on inactive status, mark the appropriate box. Note that inactive status requires continuing education and you cannot work on an inactive license.

Part 3 – Screening Questions. All questions must be answered for the application to be processed. If you answer “Yes” to any of the questions, your application may be referred to the board for additional review. You must answer “Yes” even when a conviction or judgment has been deferred or expunged from your record. Please provide any pertinent details with your application.

Part 4 – CEU Exemptions. If you qualify for a CEU exemption, please mark the appropriate box.

Part 5 – Continuing Education Courses. To complete the continuing education section, you will need to identify the course name, date of course, course number, and hours of credit for each course. This information can be found on the certificate of completion provided by the course instructor. The Iowa Plumbing and Mechanical Systems Board office does not have this information available for licensees. The board may conduct an audit of a licensee’s license renewal application to review compliance with continuing education requirements per Iowa Administrative Code r. 641—30.5(105). It is important you maintain records of your CEU courses in the event you are later selected for an audit.

Continuing education requirements for a specialty license/ journeyperson/or master license are as follows:

Single License - Plumbing, HVAC/R, Hydronics, Sheet Metal, or Mechanical	8 Total Hours of CEU 2 Hours Safety 2 Hours Code (Applicable Plumbing or Mechanical) 4 Hours Discipline (Must be in current license discipline only.)
Multiple Mechanical Discipline Licenses – Combination of 2 or 3 mechanical licenses (HVAC/R, Hydronics, or Sheet Metal)	14 Total Hours of CEU 4 Hours of Safety 2 Hours of Mechanical Code 8 Hours of Discipline Note: The 8 hours of discipline CEU's may be obtained from one or any combination of discipline licenses held by the licensee.
Multiple Licenses Renewed Same Time – Combination of 1 plumbing & 1 or more mechanical licenses (HVAC/R, Hydronics, Sheet Metal, or Mechanical)	16 Total Hours of CEU 4 Hours of Safety 2 Hours of Mechanical Code 2 Hours of Plumbing Code 8 Hours of Discipline Note: The 8 hours of discipline CEU's may be obtained from one or any combination of discipline licenses held by the licensee.

***Note, if applying for renewal of a license that is 366 or more days past the original expiration date, CEU's must be taken on a date that is more than 365 days from the expiration date. These CEU's will not be eligible to renew any future license other than the current renewal license.**

Apprentice Renewal. To complete an apprentice renewal, update any changes to the US Department of Labor sponsorship information. There are no CEU requirements for an apprentice license. However, if more than 60 months have elapsed since the start date of your apprenticeship, your status will be confirmed with the US Department of Labor prior to issuance of the renewal license.

Medical Gas Piping Installer Certification Renewal. To renew a Medical Gas Piping Certification, fill out the details in Part 6. Provide your certification number, expiration date, and brazing number and expiration date. No continuing education hours are required for medical gas piping certification as you must maintain current certification to renew.

Journeyperson/Master Renewal by Examination Option –

If a license has lapsed by more than 365 from the original expiration date, a licensee may renew by retaking continuing education hours or by sitting for the discipline examination. This section of the application should be used for those wishing to renew after completing an examination.

Part 7 - Applicant's Signature. Read the statement, sign and date the application. An applicant is responsible for the accuracy of the data, regardless of who completes and submits the applicant's licensure application.

Fee Information - Fees apply per license per discipline.

Expiration Date of License	Apprentice, Inactive & Specialty Licenses	Medical Gas Piping	Journeyperson	Master	Inactive Master/ Active Journey
6/30/2023	\$50.00	\$75.00	\$180.00	\$240.00	\$230.00
Paper Application Fee - A \$25.00 paper application fee is required for each paper application submitted. A paper application received without the fee included will be returned as incomplete.					
Multiple License Discount - A “combined license” of more than one active master, contractor, or journeyperson license in one or multiple disciplines held by the same individual will be given a 30% discount on the sum total of the separate license fees. All licenses must be purchased on the same day and be for the same person. <u>The paper application fee and any late fees are NOT subject to the 30% discount.</u>					
Late Fees – An application postmarked on or after August 1 after the license expiration date will be considered late and will not be processed without appropriate late fees. The late fee is not eligible for the 30% discount.					
Days Late	Fees Due	New Expiration Date		Eligible to Work	
July 1, 2023	\$0.00 Late Fee + cost of renewal license per discipline	06/30/2026		Yes	
August 1, 2023	\$60.00 Late Fee + cost of renewal license per discipline	06/30/2026		Yes	
September 1, 2023	\$100.00 Late Fee + cost of renewal license per discipline	06/30/2026		No	
July 1, 2024	Full fee due. Not entitled to discount. No late fees.	06/30/2026		No	

License Expired More Than One Year Ago

If your license expired more than one year ago, you will pay the full fee amount. You are not eligible for a multi-license discount, however, no late fees are charged. Include the paper application fee unless you are completing the application online.

Renewal Fee Calculation Worksheet

Fees: June 30, 2023 expiration date of license	
	License #1 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
+	License #2 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
+	License #3 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
	Subtotal
X .70 =	Multiply subtotal above by .70 if renewing more than 1 active journey, master, or contractor licenses at same time for same person. This is your license fee with discount. Apprentice, specialty, inactive, or medical gas certification licenses are not eligible for discount. Subtotal with discount
+ \$25	Add paper application fee
+	Add late fee for license #1 (\$60 in August or \$100 if postmarked on or after September)
+	Add late fee for license #2 (\$60 in August or \$100 if postmarked on or after September)
+	Add late fee for license #3 (\$60 in August or \$100 if postmarked on or after September)
=	Total Amount Due for paper application

Fees: License Expired More Than One Year Ago	
	License #1 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
+	License #2 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
+	License #3 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
=	Subtotal
+ \$25	Add paper application fee
=	Total Amount Due for paper application



Iowa Plumbing & Mechanical Systems Board Renewal Application

SUBMIT COMPLETED APPLICATIONS WITH PAYMENT TO:
Iowa Plumbing & Mechanical Systems Board Office
321 E 12th Street
Des Moines, IA 50319

Part 1 - Applicant Information - All items indicated with an * must be completed.

Name (First, MI, Last)*			Telephone*()	
Personal Mailing Address*			E-mail Address	
City*	State*	County*	Zip Code*	
Business Name			Telephone ()	
Business Address				
Business City	Business State	Business County	Business Zip Code	
Please check which address to send correspondence: Personal ☐ Business ☐ <i>**The city and state of this address may be listed on public portal search along with your license details.</i>				

Privacy Act Notice: Disclosure of your Social Security Number is required by 42 U.S.C. § 666(a)(13), Iowa Code §252J.8(1), §261.126(1), and §272D.8(1). The number will be used in connection with the collection of child support obligations, college student loan obligations, and debts owed to the state of Iowa, and as an internal means to accurately identify licensees, and may also be shared with taxing authorities as allowed by law including Iowa Code § 421.18.

Social Security Number *	Date of Birth *
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Part 2 – License Information

Discipline Licenses Provide license # and for each license being renewed please check the box. If you would like to renew to a new mechanical license, check the box marked mechanical. You must have a current HVAC/R & Hydronics license.					
License #	# _____				
☐ Apprentice ☐ Service Technician HVAC ☐ Private School or College Routine Maintenance ☐ Disconnect/Reconnect Plumbing Technician ☐ Hearth Systems ☐ Medical Gas Piping Certification					
Journeyman	☐ Plumbing ☐ HVAC/R ☐ Hydronics ☐ Mechanical ☐ Sheet Metal				
Master	☐ Plumbing ☐ HVAC/R ☐ Hydronics ☐ Mechanical				
Inactive Master/ Active Journeyman	☐ Plumbing ☐ HVAC/R ☐ Hydronics ☐ Mechanical				
I wish to make the following licenses inactive (CEUS required):	☐ Plumbing ☐ HVAC/R ☐ Hydronics ☐ Mechanical ☐ Sheet Metal				

Part 3 – Screening Questions * (All Required)

The following questions must be answered. If you answer “Yes” to questions below (1) attach a signed letter of explanation providing the details of the incident, (2) attach a copy of any court ordered evaluations, showing completion and recommendations, and (3) attach a copy of all official court documents regarding your conviction/malpractice suit, including final disposition and/or settlement. Your application will be referred to the Iowa Plumbing and Mechanical Systems Board for review. You must answer “Yes” even when a conviction or judgment has been deferred or expunged from your record.

During the previous licensing period, did you develop a medical condition, which in any way impairs or limits your ability to perform the duties of this profession? Medical Condition means any physiological, mental, or psychological condition, impairment, or disorder, including drug addiction and alcoholism.	☐ Yes ☐ No
During the previous licensing period, did you engage in the illegal or improper use of drugs or other chemical substances?	☐ Yes ☐ No
During the previous licensing period, were you convicted of, or entered a plea of no contest to a misdemeanor or felony crime? (Other than minor traffic violations with fines under \$250). You must answer YES, if the court expunged the matter or the court deferred judgment.	☐ Yes ☐ No
During the previous licensing period, did any state or other jurisdiction of the United States or any other nation limit, restrict, warn, censure, place on probation, suspend, revoke, or otherwise discipline a professional license, permit, registration, or certification issued to you?	☐ Yes ☐ No
During the previous licensing period, were there judgments or settlements paid on your behalf as a result of a professional liability case?	☐ Yes ☐ No
During the previous licensing period, did you have a license, permit, registration, or certification denied, suspended, revoked, or otherwise disciplined by a certification body?	☐ Yes ☐ No
If answering Yes to any of the above questions, please explain. Attach additional sheets if necessary.	

Part 4: CEU Exemptions--Attach appropriate documentation

- ☐ I was licensed as an apprentice and successfully passed the examination and became licensed as a journey person **and** this is my first renewal.
- ☐ I served honorably on active duty in the military during the licensing period.
- ☐ I reside in another state or district having continuing education requirements for the discipline **and** I met the requirement of that state or district.
- ☐ I was a government employee working in the licensee’s specialty and assigned to duty outside the United States.
- ☐ I was absent from the state but engaged in active practice under circumstances approved by the board.
- ☐ I obtained a specialty, journey person, or master license with less than one year remaining in the continuing education compliance period (applies to NEW licensees only - does not apply to individuals who renew late or reinstate a lapsed license). This exemption shall apply only to the licensee's first renewal of that license and only to each license that was issued with less than one year remaining in the continuing education compliance period.

Part 5 –Continuing Education Courses

Continuing Education Hours for Journey person/Master/Specialty License Renewal

To complete the Continuing Education section below, identify the course name, course number and hours of credit for each course. Please note per Iowa Administrative Code r. 641—30.5(105) Audit of continuing education requirements. The board may conduct an audit of a licensee's license renewal application to review compliance with continuing education requirements. **For a renewal application more than 366 days past the expiration date, provide CEU information or examination information. *Note**, if applying for renewal at 366 or more days past the original expiration date, CEU's must be taken on or after a date that is more than 365 days after the original license expiration date.

Course Number: CEUC			Course Name:				Course Date:	
Please identify the number of hours for each selection below:								
Safety	Plumbing Code	Mechanical Code	Mechanical	HVAC/R	Hydronics	Sheet Metal	Plumbing	
Course Number: CEUC			Course Name:				Course Date:	
Please identify the number of hours for each selection below:								
Safety	Plumbing Code	Mechanical Code	Mechanical	HVAC/R	Hydronics	Sheet Metal	Plumbing	
Course Number: CEUC			Course Name:				Course Date:	
Please identify the number of hours for each selection below:								
Safety	Plumbing Code	Mechanical Code	Mechanical	HVAC/R	Hydronics	Sheet Metal	Plumbing	
Course Number: CEUC			Course Name:				Course Date:	
Please identify the number of hours for each selection below:								
Safety	Plumbing Code	Mechanical Code	Mechanical	HVAC/R	Hydronics	Sheet Metal	Plumbing	
Course Number: CEUC			Course Name:				Course Date:	
Please identify the number of hours for each selection below:								
Safety	Plumbing Code	Mechanical Code	Mechanical	HVAC/R	Hydronics	Sheet Metal	Plumbing	
Course Number: CEUC			Course Name:				Course Date:	
Please identify the number of hours for each selection below:								
Safety	Plumbing Code	Mechanical Code	Mechanical	HVAC/R	Hydronics	Sheet Metal	Plumbing	
Course Number: CEUC			Course Name:				Course Date:	
Please identify the number of hours for each selection below:								
Safety	Plumbing Code	Mechanical Code	Mechanical	HVAC/R	Hydronics	Sheet Metal	Plumbing	
Course Number: CEUC			Course Name:				Course Date:	
Please identify the number of hours for each selection below:								
Safety	Plumbing Code	Mechanical Code	Mechanical	HVAC/R	Hydronics	Sheet Metal	Plumbing	
Course Number: CEUC			Course Name:				Course Date:	
Please identify the number of hours for each selection below:								
Safety	Plumbing Code	Mechanical Code	Mechanical	HVAC/R	Hydronics	Sheet Metal	Plumbing	

Attach additional sheets if necessary

Part 6 – Other Renewal Details

Apprentice License

- If your Department of Labor sponsorship information has changed provide the new information below.
- No continuing education courses are required during an active apprenticeship program.

Apprentice License #	US DoL Apprentice Identification Number *:	Apprenticeship Dates *: ____/____/____ to ____/____/____
Sponsor Name *:		Sponsor Program Number *:
Sponsor Mailing Address: *		Sponsor Phone Number
		Sponsor E-mail Address *
City*	State*	Zip*

Medical Gas Piping Installer Certification

- No continuing education courses are required to renew medical gas piping certification.
- You must maintain current certification and provide the details below.

Select provider:

☐ NITC ☐ MGM ☐ METC ☐ AMS ☐ MGTC ☐ EMGS ☐ Other:

Certification Number:	Expiration Date*:
Brazing Certification Number (if different)	Brazing Certification Expiration Date

Journeyman/Master Renewal by Examination Option

Valid only if 366 days or more past due from original license expiration date

1st Passed Examination		2nd Passed Examination	
Examination Discipline:		Examination Discipline:	
Date of Examination:	% Score:	Date of Examination:	% Score:

Part 7 – Applicant Signature

I certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury that my answers, and all other statements or information submitted by me in this application process, are true and correct. If it is determined at any time that I have provided misleading or false information on, or in support of, this application, I understand that my license may be subject to disciplinary action, license revocation and criminal prosecution.

I also understand that this application is a public record in accordance with Iowa Code Chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law. Finally, in submitting this application, I consent to any reasonable inquiry, including a licensing audit that may be necessary, to verify the information I have provided on, or in conjunction with, this application.

An applicant is responsible for the accuracy of the data regardless of who completes and submits the applicant's licensure application. Incomplete applications shall be considered invalid after 90 days and shall be destroyed.

Applicant's Printed Name*:	Applicant's Signature*:
Date of Signature:	