



**SAINT LOUIS COUNTY**  
Transportation and Public Works

# How To Apply for Journeyman License

ACCELA – LICENSING PORTAL

# The Information Presented Will Provide Steps To Create A Journeyman Application For License Approval.

- Before beginning, ensure you have all information and documentation that is needed
- Let's review the options and what is needed for each

The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Construction Permits', 'Occupancy Permits', 'Water & Sewer Program', and 'Licenses'. Below the menu is a light blue notice box with an exclamation mark icon, stating: 'Notice: The browser you are using is not on the list of our supported browsers and versions. For best user experience, it is recommended you use one of our supported browsers and versions: Internet Explorer 11, Edge 15, Mozilla Firefox 47, Chrome 55, Safari 10, Opera 29'. Below the notice is a 'Sign In' section with two input fields: 'USER NAME OR E-MAIL: \*' and 'PASSWORD: \*'. A link for 'Forgot Password?' is located below the password field. At the bottom of the sign-in section is a blue button labeled 'Sign In'.

There are three options to choose. Let's review the options and what is needed for each.

**Option I** - Currently licensed under the St Louis County Plumbing Code as Sprinkler fitter or Pipefitter

- State Issued ID
- Current Photo
- Current Plumbing license

There are three options to choose. Let's review the options and what is needed for each continued

**Option II** – Completed a board approved apprenticeship program

State Issued ID

Current Photo

Department of Labor Certificate of enrollment

OR

Notarized Letter signed by an authorized officer of the organization or company certified to conduct the apprenticeship program

There are three options to choose. Let's review the options and what is needed for each continued

### **Option III** – Completed 7500 hours of work in license category selected

- State Issued ID
- Current Photo
- Notarized letter from employer(s)
- Supporting documentation of 7500 hours (SSN shall be redacted on any document received)

There are three options to choose. Let's review the options and what is needed for each continued

### Option III – Continued

For each work engagement, submit a copy of the W-2 form or equivalent proof of earnings and notarized letter signed by an officer of the employer describing the specific type of work performed, the total number of hours that such work was performed, and dates of such employment. The letter shall include name of individual performed such work. The documentation letter(s) submitted under this option must total 7500 hours of applicable related work during the preceding twelve (12) years that is associated with the category of journeyman license being requested.

(option III continued)

There are three options to choose. Let's review the options and what is needed for each continued

## Option III – Continued

**THIS IS A SAMPLE LETTER. DO NOT COPY WORD FOR WORD**

**DIRECTIONS:** This letter is an example of what information your employer (and/or former employers, as necessary to reach a minimum of 7,500 hours) should provide for Option III of the journeyman mechanical license application. The information underlined and in italics should be changed to fit your work experience and company. Personalize this letter for your application.

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May 24, 2001 Acme Contractor Services Letterhead  
John Doe

I hereby certify that John Doe was an employee of Acme Contractor Services for the period of time as follows:

From: January 01, 1995 to September 31, 2001

During the time of employment, John Doe performed the following specific type(s) of licensed level (non-exempt) work:

<b>Non-exempt work performed</b>	<b>Location</b>
<u>Installation of 200 head fire sprinkler system*</u>	<u>Bass-Pro Shop</u>
<u>Installed 50 ton chiller and piping**</u>	<u>Gold Medal Sports</u>
<u>Installed and serviced six, 10 ton RTU units***</u>	<u>Emerald Apartment Center</u>
<u>Constructed duct work for 40 ton AC installation****</u>	<u>Mr. Wizard=s Chevy Dealer</u>

These are examples of the work performed during the aforementioned time period. The work performed during this period accounted for 13,500 hours of licensed level (non-exempt) work. For further information, I may be contacted at the following telephone number: 314-555-1212.

Jane Smith, Officer of Company  
Signature of Jane Smith  
President, or other title

**Note:** The total hours for all employer letters must be a minimum of 7500 hours

**Pages 2 and 3 of this attachment contains descriptions/definitions that are considered licensed work.**

\*example of sprinkler-fitter work \*\*example of pipe-fitter work  
\*\*\*example of HVAC Servicer-Installer work \*\*\*\*example of sheet metal work

There are three options to choose. Let's review the options and what is needed for each continued

**Option IV-** Licensed at least one year as a journeyman under the Mechanical Code and request to test under another category

- State Issued ID
- Current Photo

An HVAC Service-Installer Journeyman or an HVAC Residential Service-Installer Journeyman shall not take the Sprinkler Fitter Journeyman's license test unless the applicant has received the necessary sprinkler training and/or experience.



There are three options to chose. Let's review the options and what is needed for each continued

**One last note on requirements;**

### Current Photo

- No hats or sunglasses
- Photo to capture top of shoulders to top of head on a plain white background.
- Set camera to lowest resolution and size
- Max file size 100kb
- JPG format only
- Take picture in landscape – phone sideways
- Save photo with file name as your last name first name – DoeJohn.JPG
- No special characters within file name

**File format is PDF for all other requested documents**

Application will be returned if requirements are not met

# Journeyman Application - General

Sign on the  
licensing portal  
with user account  
you have previously  
created.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

**Notice:**  
The browser you are using is not on the list of our supported browsers and versions.  
For best user experience, it is recommended you use one of our supported browsers and versions:  
Internet Explorer 11  
Edge 15  
Mozilla Firefox 47  
Chrome 55  
Safari 10  
Opera 29

**Sign In**

USER NAME OR E-MAIL: \*

PASSWORD: \*

[Forgot Password?](#)

Sign In

# Apprentice Application - General

The screenshot displays the top navigation bar with tabs for Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. The Licenses tab is circled in red. Below the navigation bar, the user is greeted with "Hello, AccountName". There are two main content areas: "Saved in Cart (0)" with a "View Cart" button and "My Collection (0)" with a "View Collections" button. Both areas contain messages indicating no items or collections are present. At the bottom, there is a "Work in progress" section with a "View All Records" button and a table with columns for Record Name, Record ID, Module, Creation Date, and Action. The table currently shows "No records found".

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Hello, AccountName

Saved in Cart (0) View Cart

My Collection (0) View Collections

There are no items in your shopping cart right now.

You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

Select License tab

# Apprentice Application - General

Apply for a license

Home Construction Permits Occupancy Permits Water & Sewer Program **Licenses**

**Apply for a License** Search Applications

### License Application

Showing 0-0 of 0

Date	License Number	License Type	Status	Action	Short Notes
No records found.					

#### Search for Licenses

Enter information below to search the City's licensing database. Licenses can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- License Information

Use the dropdown menu to change the Search type.

**General Search**

# Apprentice Application - General

Review disclaimer  
then check box to  
accept terms, then  
continue application

Home Construction Permits Occupancy Permits Water & Sewer Program **Licenses**

Apply for a License Search Applications

### Online License Application

Using this system you can submit for a rental license all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

# Journeyman Application - General

Select


Mechanical License

Journeyman Mechanical License Application

Continue Application

Select a Record Type

Select the following license type.



- ▶ Continuing Education
- ▶ Electrical Licenses
- ▼ Mechanical Licenses
  - Apprentice Mechanical License Application
  - Journeyman Mechanical License Application
  - Mechanical Contractor License Application
  - Mechanical Financial Responsibility Application
  - Mechanical Manufacturer/Manufacturer's Rep Application
- ▶ Plumbing Licenses
- ▶ Link Account to License

[Continue Application »](#)

# Journeyman Application – Step 1

## Applicant –

Click 'Select from account' button, click on record then continue

## Employer –

Click 'add new' button to add information

The screenshot displays the 'Step 1: Contact Information' section of the Journeyman Application. At the top, a progress bar shows six steps: 1 Contact Information (highlighted in yellow), 2 Application Information, 3 Supporting Documentation, 4 Review, 5 Pay Fees, and 6. Below the progress bar, the text 'Step 1: Contact Information > Contact Information' is visible, along with a note: '\* indicates a required field.' The main content area is divided into two sections: 'Applicant' and 'Employer'. The 'Applicant' section has a blue header and contains the text: 'To add an Applicant, click the Select from Account button. Changes can be made to the contact information through Account Management.' Below this text are two blue buttons: 'Select from Account' and 'Look Up'. The 'Employer' section also has a blue header and contains the text: 'To add an Employer, click the Select from Account, Add New, or Look Up button.' Below this text are three blue buttons: 'Select from Account', 'Add New', and 'Look Up'.

# Journeyman Application – Step 1<sub>continued</sub>

- Employer –
- Popup form appears so you can fill in information. Name of business is required

**Contact Information**

\*First:  Middle:  \*Last:

Name of Business:

\*Address Line 1:  \*City:  \*State:  \*Zip:

\*Mobile Phone:  Work Phone:

\*E-mail:

- Click continue button
- Continue Application after popup disappears



# Journeyman Application – Step 2

## Application Details –

Select license category

HVAC Service Installer commercial

HVAC Service Installer Residential

Pipefitter

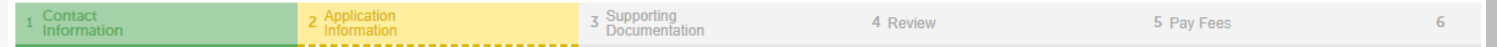
Sheet Metal

Sprinkler fitter

Select option that you qualify for. Selecting option 2 creates additional line items. Select the program completed

Continue application

### Journeyman Mechanical License Application



#### Step 2: Application Information > Application Details

\* indicates a required field.

#### Application Details

##### Applicant Information

\* License Category: **Please select at least one option below.**

Option 1: I am requesting a license without examination as I am currently licensed under the St Louis County Plumbing Code:

Option 2: I have successfully completed a Board approved apprenticeship program:

Option 3: I have completed 7500 hours of applicable work:

Option 4: I have been currently licensed for at least one year as a Journeyman:

Save and resume later

[Continue Application >](#)

# Journeyman Application – Step 3

## Supporting documentation

Option selected in previous step dictates document requirements, this was addressed in the beginning of presentation

Click add to start uploading

**Journeyman Mechanical License Application**

1 Contact Information    2 Application Information    **3 Supporting Documentation**    4 Review    5 Pay Fees    6

**Step 3: Supporting Documentation > Supporting Documentation**

In addition to providing copies of your State Issued ID and a Current Photo for ID, you are required to upload supporting documentation based on the option you selected in the Applicant Information section on Page 2.

Option 1:  
- Plumbing License

Option 2:  
- Certificate of Apprenticeship Program  
- Notarized Letter ( multiple letters may be scanned into a single document)

Option 3:  
- W-2 Form (multiple W-2s may be scanned into a single document)  
- Notarized Letter (multiple employer letters may be scanned into a single document)

\* indicates a required field.

**Attachment**

The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

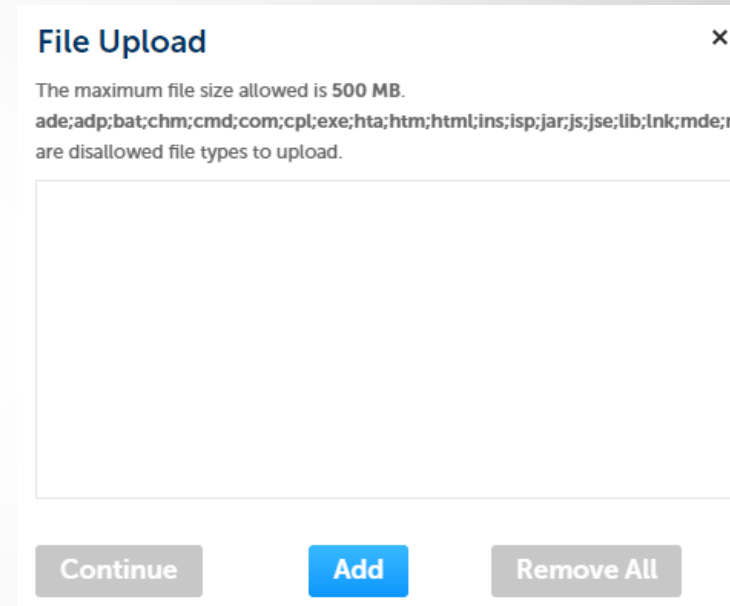
**Add**

# Journeyman Application – Step 3 continued

## Supporting documentation

A popup appears, click on add and locate file to upload

After file is selected, select continue



# Journeyman Application – Step 3 continued

## Supporting documentation

Select type of record that was just uploaded

After file is selected, select Add button, popup reappears

Continue process until all files are uploaded

Once completed select save, then continue application (not pictured)

### Attachment

The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst

Name	Type	Size	Latest Up
No records found.			

\*Type:

--Select--

- Select--
- Certificate of Apprenticeship Program
- Current Photo for ID
- Notarized Letter
- Plumbing License
- State Issued ID
- W-2 Form

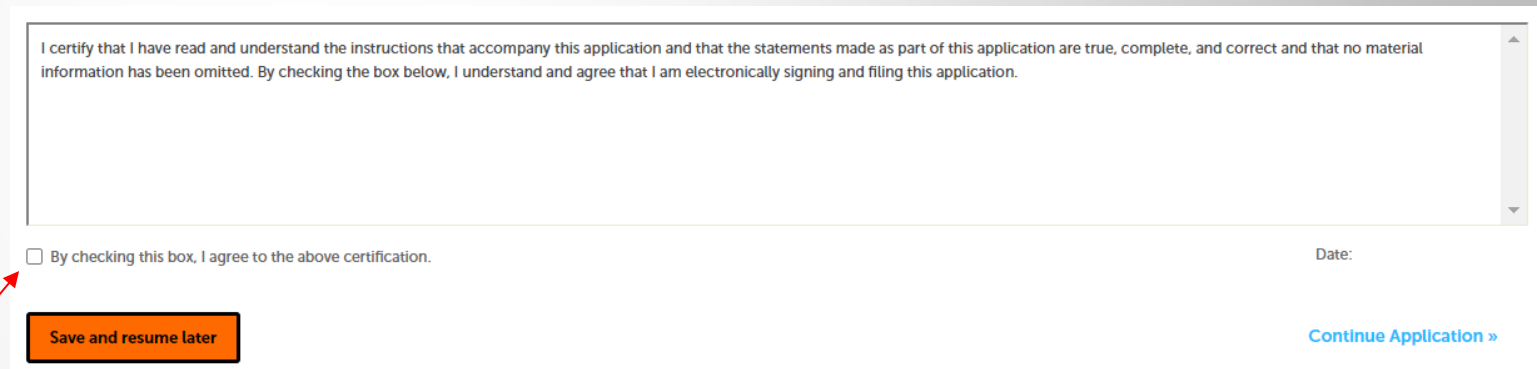
Save Add Remove All

# Journeyman Application – Step 4

## Review

Page provides all information entered. Ensure all information is accurate and documents uploaded are the correct type. Application will be returned for any required updates before processing

Click on box & continue application



I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

[Save and resume later](#)

# Journeyman Application – Step 5

[Pay Fees](#)

[Review fees](#)

[Check out](#)

**Journeyman Mechanical License Application**

1 2 Application Information 3 Supporting Documentation 4 Review 5 Pay Fees 6 Record Issuance

**Step 5: Pay Fees**

Listed below are preliminary fees based upon the information you've entered. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
Mechanical Journeyman Application Fee	1	\$45.00

**TOTAL FEES: \$45.00**

[Check Out »](#)

# Journeyman Application – Step 5 continued

[Pay Fees in cart](#)

[Review](#)

[Check out](#)

### Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 1: Select item to pay**

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

**No Address**  
**1 Application(s) | \$45.00**

▶ Journeyman Mechanical License Application 23TMP-001136	Total due: \$45.00
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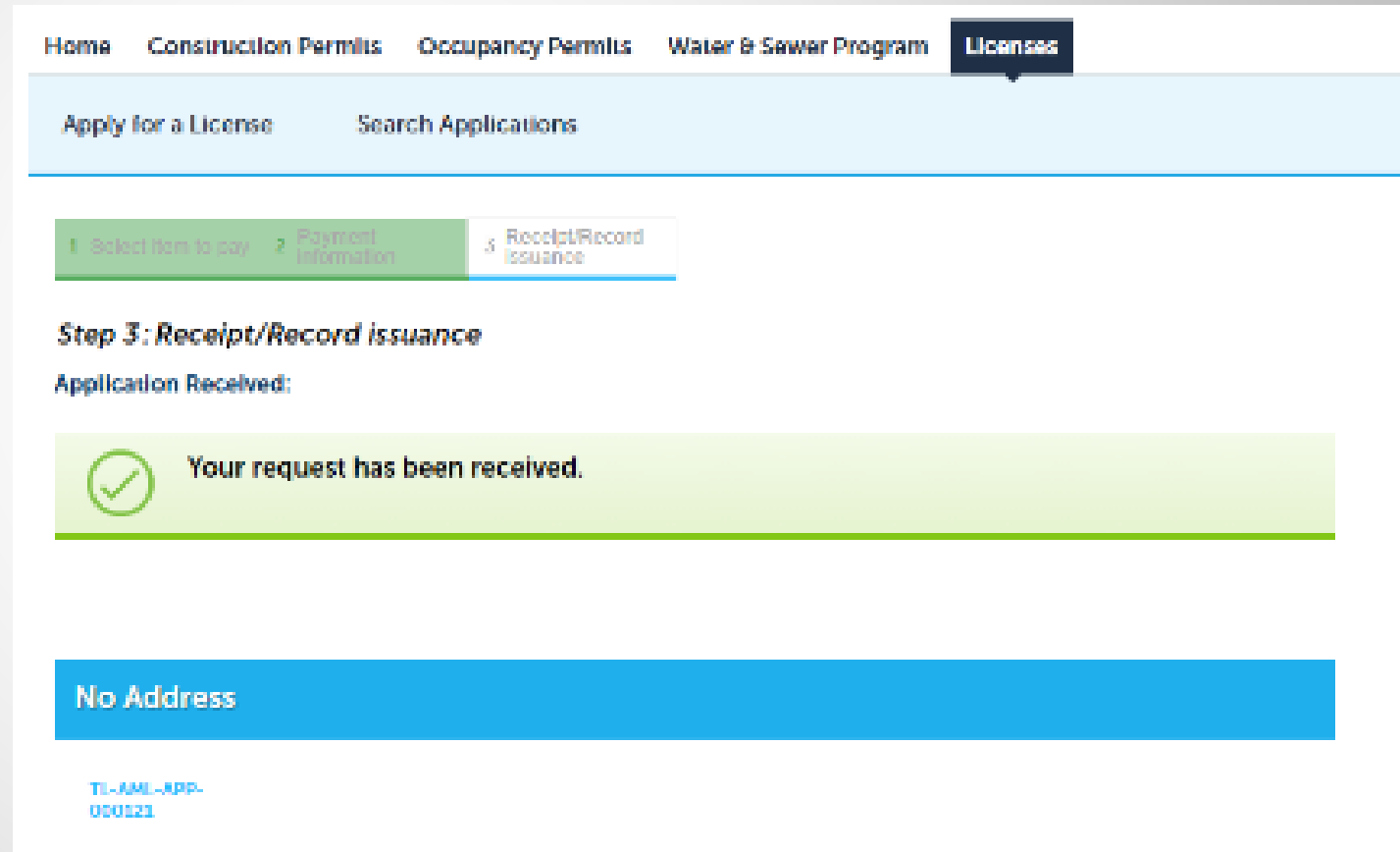
**Total amount to be paid: \$45.00**  
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

# Journeyman Application – Step 6

## Confirmation

You will receive emails notifying you of your application status as it is processed.



The screenshot displays the 'Licenses' section of a web application. The navigation menu includes 'Home', 'Construction Permits', 'Occupancy Permits', 'Water & Sewer Program', and 'Licenses'. Below the menu, there are two main options: 'Apply for a License' and 'Search Applications'. A progress bar shows three steps: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record Issuance'. The current step is 'Step 3: Receipt/Record issuance'. Underneath, it says 'Application Received:' followed by a green confirmation message: 'Your request has been received.' with a checkmark icon. At the bottom, there is a blue bar with the text 'No Address' and a small footer 'TL-AML-APP-000121'.