



# 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 what is required

# Required Documents

The following documents are **required** to submit a Journeyman application.

- Current Photo for ID
- State Issued ID

If you are applying for a Water Heater Specialist license, the following documents are required:

- Certificates of Training Completion
- Verification of Installation Experience

If an Associated Apprentice Plumber is not added, the following documents are required

- Affidavit of Employment Experience
- Third Party Experience Verification

# Required Documents

**One last note on requirements;**

## Photo ID

- 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 License Application General

- ❑ Sign into the licensing portal with user account you have previously created.

The screenshot shows the 'Sign In' page of the Journeyman License Application portal. At the top, there is a navigation menu with links for 'Home', 'Construction Permits', 'Occupancy Permits', 'Water & Sewer Program', and 'Licenses'. Below the navigation is a light blue notice box with an exclamation mark icon. The notice states: '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 the 'Sign In' section, which includes two input fields: 'USER NAME OR E-MAIL: \*' and 'PASSWORD: \*'. Below the password field is a link for 'Forgot Password?'. At the bottom of the sign-in section is a blue button labeled 'Sign In'.

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

# Journeyman License Application General

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.

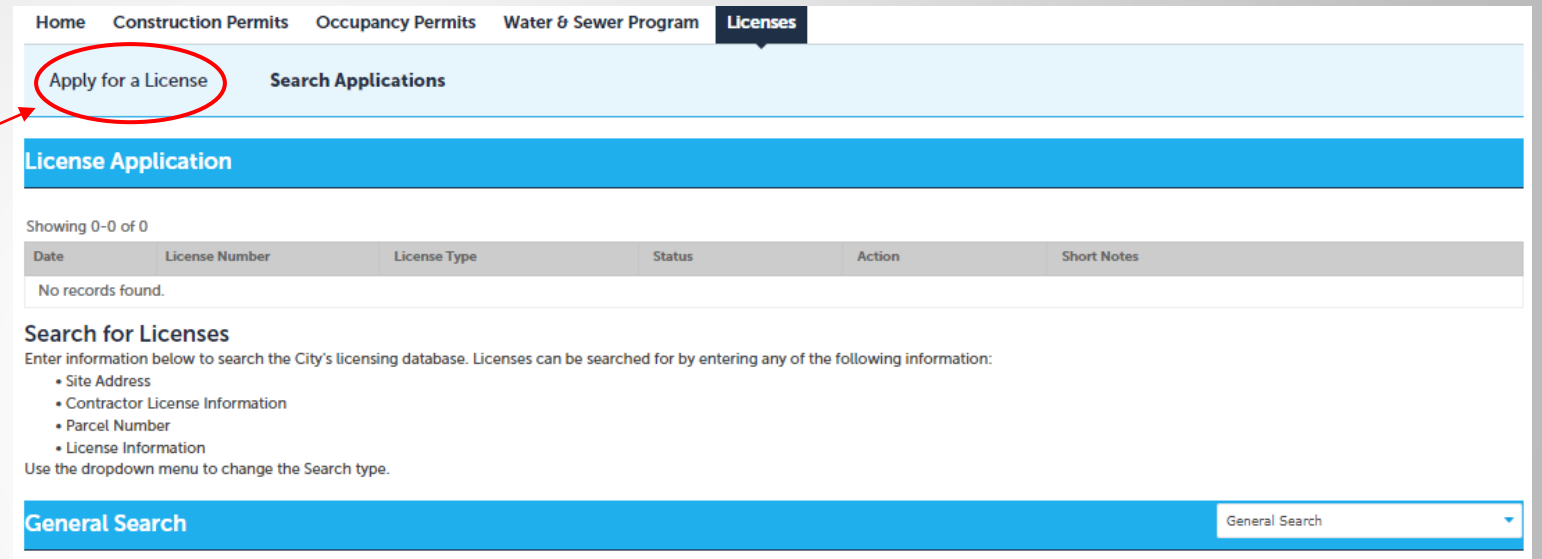
You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

☐ Select Licenses  
tab

# Journeyman License Application General



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 navigation, there are two buttons: 'Apply for a License' (circled in red) and 'Search Applications'. A red arrow points from the 'Apply for a License' button to the text 'Apply for a License' on the left side of the slide. Below the buttons is a blue header for 'License Application'. Underneath, it says 'Showing 0-0 of 0' and displays a table with columns: 'Date', 'License Number', 'License Type', 'Status', 'Action', and 'Short Notes'. The table contains the text 'No records found.' Below the table is a section titled 'Search for Licenses' with instructions: 'Enter information below to search the City's licensing database. Licenses can be searched for by entering any of the following information:' followed by a bulleted list: 'Site Address', 'Contractor License Information', 'Parcel Number', and 'License Information'. Below the list, it says 'Use the dropdown menu to change the Search type.' At the bottom, there is a blue bar with 'General Search' and a search input field containing the text 'General Search'.

 [Apply for a License](#)

# Journeyman License Application General

Review disclaimer then  
check box to accept  
terms

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 License Application General

## Select a Record Type –

- Plumbing Licenses
- Apprentice / Experienced  
Apprentice Plumber  
Application
- Continue Application

## Select a Record Type

Select the following license type.



Search

- ▶ Continuing Education
- ▶ Electrical Licenses
- ▶ Mechanical Licenses
- ▼ Plumbing Licenses
  - Apprentice / Experienced Apprentice Plumber Application
  - Hardship Request
  - Journeyman License Application
  - Master License Application
- ▶ Link Account to License

# Journeyman License Application

## Step 1

### Applicant –

- ❑ Click 'Select from Account' button, click on record then Continue

### Employer –

- ❑ Click 'Add New' button to enter information

### Associated Apprentice Plumber –

- ❑ If applicable, Click 'Select from Account' button, click on record then Continue

Step 1: Contact Information > Contact Information \* indicates a required field.

#### Applicant

To add an Applicant, click the Select from Account button. Changes can be made to the contact information through Account Management.

[Select from Account](#) [Look Up](#)

#### Employer

To add an Employer, click the Select from Account, Add New, or Look Up button.

[Select from Account](#) [Add New](#) [Look Up](#)

#### Associated Apprentice Plumber

If you have an Apprentice license through St. Louis County, please add it here by clicking the Select from Account or Look Up button.

[Select from Account](#) [Look Up](#)

[Save and resume later](#) [Continue Application »](#)

# Journeyman License Application

## Step 1 continued

### Employer –

- Popup form appears to enter information.
- Continue
- Continue Application after popup disappears

**Contact Information**

\*First:  Middle:  \*Last:

Name of Business:

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

\*Mobile Phone:  Work Phone:

\*E-mail:

[Discard Changes](#)

# Journeyman License Application

## Step 2

### Application Details –

#### Select appropriate License

- Lawn Irrigation Installer
- Pipefitter
- Plumber
- Sprinklerfitter
- Water Heater Specialist

#### Answer remaining questions

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

Employment history is required to be entered in the Employment History section at the bottom of this page. The number of years required is based on the License Category selected:

- Lawn Irrigation System Installer: 3 years
- Pipefitter: 5 years
- Plumber: 5 years
- Sprinklerfitter: 5 years

\* indicates a required field.

#### Application Details

##### Application Information

\* Select appropriate license:

\* Applicant Status:

\* Have you previously applied for examination with this Board:

\* Do you intend to activate your license after passing the exam:

# Journeyman License Application

## Step 2 continued

### License & Employment –

☐ Click Add a Row under each section to enter relevant information

☐ Continue Application

#### License & Employment Information

**Current/Prior License Info**  
In this section, add information for any relevant previous or current license or other types of licenses that the applicant holds. To add an additional license, click the "Add a Row" button.

Showing 0-0 of 0

License/Registration Type	Name Used on License	License Number	State	Date From	Date To
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

**Employment History**  
In this section, add previous employment information for the applicant. To add an additional employment, click the "Add a Row" button.

Showing 0-0 of 0

Present/Previous Employer	Name of Employer	Business Address	Contact Name	Contact Email	Name of Qualifying Master Plumber for Employer	License Number of Qualifying Master Plumber	Employment From	Employment To	Full/Part Time
No records found.									

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application »](#)

# Journeyman License Application Step 3

## Supporting Documentation -

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

❑ Click Add to start uploading

### Step 3: Supporting Documentation > Supporting Documentation

The following documents are required for your Journeyman Plumber Application:

1. State Issued ID
2. Current Photo for ID

If you are applying for a Water Heater Specialist license, the following documents are required:

1. Certificates of Training Completion
2. Verification of Installation Experience

If an Associated Apprentice Plumber was not added in Step 1, documents 1 and 2 listed below are required. Documents 3-5 are preferred, but not required for submittal.

1. Affidavit of Employment Experience\*
2. Third Party Experience Verification\*
3. Supporting Education Document
4. Diploma/Certificate
5. Education Transcript

Photo for license must be taken as follows:

1. Digital photo saved as jpeg
2. Blank light colored wall behind the licenses
3. Photo should be headshot to just below the shoulders

\* indicates a required field.

### Attachment

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

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;php;piif;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

Save and resume later

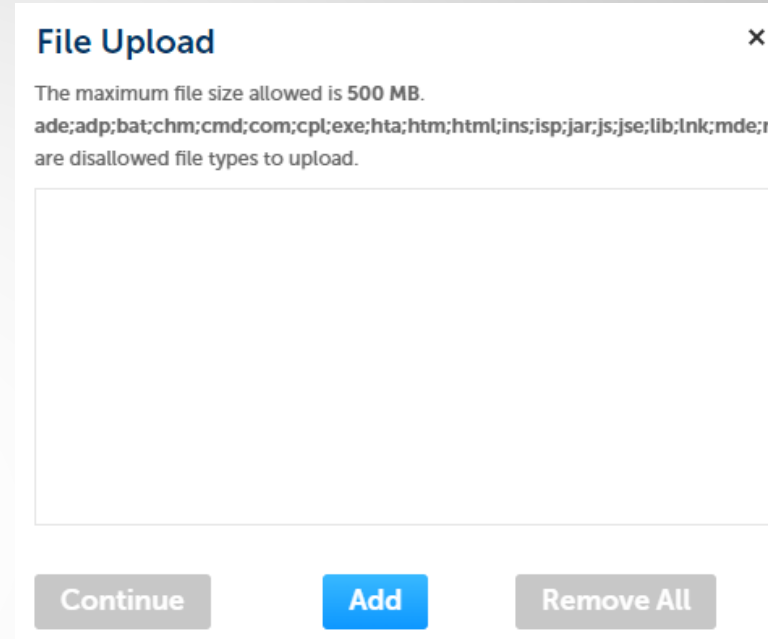
Continue Application »

# Journeyman License Application

## Step 3 continued

### File Upload -

- ❑ A popup appears, click Add and locate file to upload
- ❑ After file is selected, click Continue



# Journeyman License Application

## Step 3 continued

### Attachment -

- ❑ Select type of record that was uploaded
- ❑ After file is selected, click Add button, popup reappears
- ❑ Continue process until all files are uploaded
- ❑ Once completed click Save
- ❑ Continue Application

### Attachment

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

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;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

\*Type:

--Select--

- Select--
- Affidavit of Employment Experience
- Certificates of Training Completion
- Current Photo for ID
- Diploma/Certificate
- Education Transcript
- Email
- Exam Credentials
- Exam Registration Packet
- License Form
- Mechanical License Exam Completion
- Miscellaneous
- Previous Exam Credentials
- Proof of Experience
- State Issued ID
- Supporting Education Document
- Third Party Experience Verification
- Verification of Installation Experience

All

Remove



# Journeyman License 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

❑ Check box to agree

❑ 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: \_\_\_\_\_

[Save and resume later](#) [Continue Application »](#)

# Journeyman License Application Step 5

## Pay Fees -

Review fees

Check Out

### **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
Journeyman Application Fee	1	\$30.00

**TOTAL FEES: \$30.00**

[Check Out »](#)

# Journeyman License Application

## Step 5 continued

### Pay Fees in Cart -

Review

Check out

#### 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) | \$30.00**

▶ Journeyman License Application  
23TMP-001577

Total due: \$30.00

**Total amount to be paid: \$30.00**

Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#)

[Edit Cart »](#)

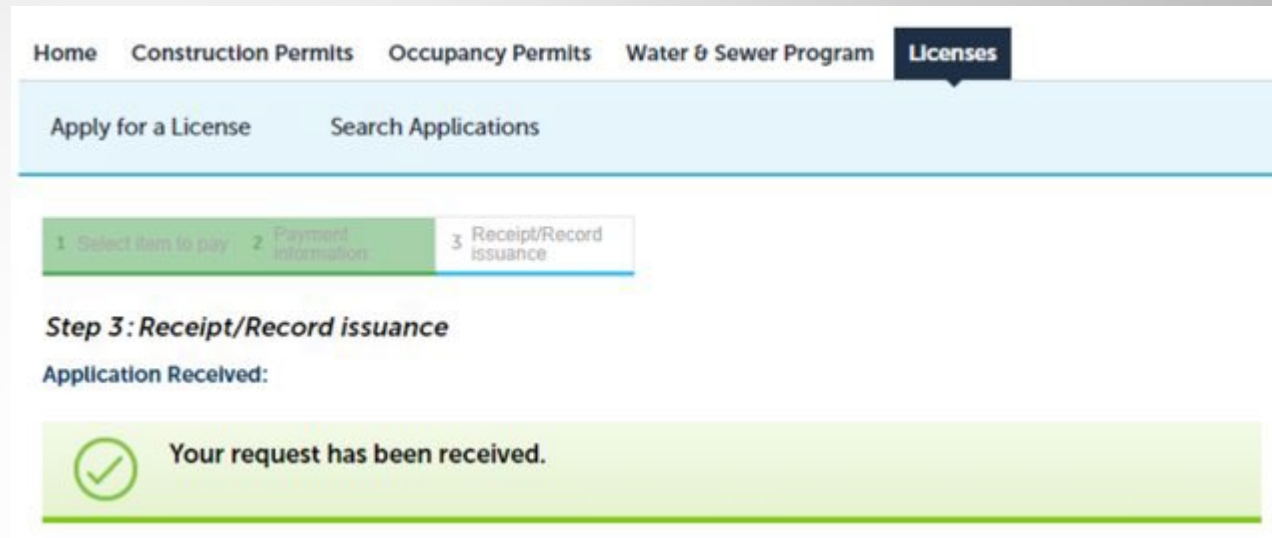
[Continue Shopping »](#)

# Journeyman License Application

## Step 5 continued

### Confirmation -

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



The screenshot shows a web application interface for license applications. At the top, there is a navigation menu with the following items: Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. The 'Licenses' menu item is highlighted with a dark blue background. Below the navigation menu, there is a light blue header bar with two main options: 'Apply for a License' and 'Search Applications'. Below this header, there is a progress indicator with three steps: 1. Select item to pay, 2. Payment information, and 3. Receipt/Record issuance. The third step is currently active and highlighted in green. Below the progress indicator, the text reads 'Step 3: Receipt/Record issuance' and 'Application Received:'. At the bottom of the screenshot, there is a green confirmation banner with a checkmark icon and the text 'Your request has been received.'