

### Process summary

Follow these main steps if you are seeking Eligibility to sit for a City of Minneapolis competency exam.

- 1 Submit the completed Application for Eligibility form found on Page 5, along with the \$20 application processing fee to Prometric at the address on the form. The application form **must** include:
  - a Documentation of at least four years of on-the-job experience in a trade-related category.
  - b Proof of completing four years (576) hours of applicable job-related education or training. Documentation could include diplomas, transcripts, certificates, etc., but must show the number of hours completed.

The application will be returned if: 1) you do not meet the requirements; 2) the information is incomplete; or 3) the \$20 fee is not included.
- 2 If eligibility **is not approved**, your application will be returned with a letter of explanation. If you are not approved, you will receive this information approximately 10 business days after you mail your application.
- 3 If eligibility **is approved**, you will receive a Candidate Information Bulletin that will include an exam registration form. Submit your exam registration form and schedule your test date.
- 4 You must pass your exam within one year of receiving eligibility approval or you will be required to submit another Application for Eligibility and processing fee.



**Important** Based on the information you provide in this application, Prometric will determine if you possess the education and experience to qualify for taking the examination. Please refer to the attached Minneapolis Code 278.420, 425, 430 and 440 for complete details about qualifications needed.

### Chapter 278, Article II. Certificates of Competency

The Minneapolis Code of Ordinances defines the qualifications candidates need to receive eligibility to take an exam.

**278.420 Qualification to take an examination, other than the Minneapolis plumber/gasfitter certificate examination.** (a) Each applicant for examination, with the exception of the Minneapolis plumber/gas fitter examination, must have completed at least four (4) years of appropriate job related education prior to applying for the examination. For the purposes of this requirement, one (1) year of education is defined as a minimum of one hundred forty-four (144) hours of appropriate job related education in a twelve (12) calendar month period. In the alternative, the applicant must have completed five hundred seventy-six (576) hours of appropriate job related education in the five (5) year period preceding the application. The appropriate trade related education may include, but is not limited to, classroom education and/or training, trade association or manufacturers training programs, self study materials including videotape, CD Rom, computer or other materials used under the supervision of a sponsor. Time spent in on-the-job production shall not be considered as trade related education hours for purposes of this provision. The employee and the employer will certify that the requirements of education have

been met and will provide documentation of the specific education which has been completed.

- (b) An applicant may meet the requirements for examination by:
  - (1) completion of a state approved voluntary apprenticeship program;
  - (2) participating in an employer sponsored training program that meets the educational, training and safety requirements of state approved programs in force at the time this article becomes effective; or
  - (3) submitting sufficient documentation of completion of any combination of employer sponsored education/training or education in an accredited educational institution that satisfies the requirements above. In no event shall standards be less than those established in paragraph (a) above.
- (c) In addition to the required educational training, each applicant for examination must demonstrate at least four (4) years of on-the-job experience in the trade prior to applying for the examination. For the purposes of this requirement one (1) year of experience is defined as a minimum of one thousand six hundred (1,600) working hours in a twelve-calendar month period. The applicant and the employer must certify that the work experience requirement has been met. Work experience may be met upon the verification of more than one (1) employer.
- (d) The requirements set forth above in paragraphs (a) and (c) must be accomplished reasonably concurrently. (98-Or-021, § 1, 3-6-98; 2004-Or-129, § 2, 11-5-04).

**278.425. Qualification to take the Minneapolis plumber/gas fitter certificate examination.** (a) Each applicant for examination shall have successfully passed the State of Minnesota plumber's license examination at either the journeyman or master level, and must possess a valid State of Minnesota plumber's license, pursuant to Minnesota Statutes, Section 326.40. A copy of that license must be submitted with the application.

- (b) An applicant may only apply for the same level of Minneapolis plumber/gas fitter certificate as the State of Minnesota plumber's license that they currently hold.
- (c) Each applicant for examination must demonstrate at least one thousand six hundred (1,600) hours of a combination of either on-the-job fuel gas related experience or fuel gas related education in the trade prior to applying for the examination. The appropriate trade related education may include, but is not limited to, classroom education and/or training, trade association or manufacturers training programs, self study materials including videotape, CD Rom, computer or other materials used under the supervision of a sponsor. The applicant is responsible for providing proof that this requirement has been met. For education, the applicant and the employer must provide documentation of the specific education which has been completed. For experience, the applicant and the employer must certify the amount of work experience which has been completed. Work experience and education may be met upon the verification of more than one (1) employer. An applicant only needs to comply with this requirement once, prior to the first examination. (2004-Or-129, § 3, 11-5-04).

**278.430. Testing; administration.** Each applicant for a certificate of competency shall pass an examination to ensure the competence of the applicant, prior to issuance of a certificate of competency. The test for each certificate of competency shall be developed using a pool of test questions prepared based on a field job study and validated by a qualified third party vendor selected through the request for proposals process. The pool of questions developed by the selected vendor shall be sufficiently large to ensure that each examination may be fairly administered. Not less than seventy-five (75) percent of each examination developed shall be based on questions from nationally derived, standardized tests, and no greater than twenty-five (25) percent of each examination shall be based on differences from common national trade practices or Code requirements particular to the State of Minnesota. Any part of the examination not based on questions from nationally derived standardized tests shall contain only objectively scored questions.

Each examination shall be administered, scored and the results reported by a vendor selected through the request for proposals process. Scores will be valid for one (1) year from the date of the exam. (98-Or-021, § 1, 3-6-98; 2003-Or-058, § 2, 5-16-03).

**278.440. Appeals.** Any person aggrieved by any administrative decision of the contracted vendor in accepting or rejecting any application for examination, certification of educational qualification, certification of on the job training, certification of an employer educational program or any issue related to the testing process may appeal by filing with the inspections division written notice of appeal setting forth the specific issue(s) on appeal within thirty (30) days of notification of the decision. The notice of appeal shall be accompanied by a non-refundable fee of one hundred dollars (\$100.00). Upon receiving notice of appeal, the director of inspections shall arrange for a hearing, which shall be held not less than ten (10) nor more than ninety (90) days from the date of receipt of the appeal. The director of inspections shall provide the appellant with not less than ten (10) days' notice of the time and place of the hearing.

Appeals shall be heard before a hearing officer who shall be an administrative law judge appointed by the chief administrative law judge of the Minnesota State Office of Administrative Hearings, pursuant to Minnesota Statutes Chapter 14. The hearing shall be a trial de novo, conducted according to the rules for contested case hearings found in Minnesota Rules Chapter 1400, and upon the evidence presented, the hearing officer shall affirm, modify or set aside the determination of the contracted vendor. The decision of the hearing officer shall be rendered in writing and shall contain the findings of fact and conclusions reached, and all parties shall be bound thereby.

Any person aggrieved by the decision of the hearing officer may appeal to the Minnesota court having jurisdiction as provided by law.

Costs of the appeal hearing, including fees charged by the office of administrative hearings and the expense of transcript preparation, but not including attorney fees of the opposing party, shall be paid by the non-prevailing party. (98-Or-021, § 1, 3-6-98; 2004-Or-129, § 4, 11-5-04).





# Application for Eligibility

Submit this completed Application for Eligibility form, along with the \$20 application processing fee, to: Prometric, ATTN: Mpls. Trades Program, 1260 Energy Lane, St. Paul, MN 55109. Fee may be paid by cashier's check, money order, Visa or MasterCard payable to Prometric. **Fees are nonrefundable and nontransferable.**

Please select the type of competency card you are seeking:

<b>Master</b>					
<input type="checkbox"/> Plumber/Gasfitter	<input type="checkbox"/> Warm Air Ventilation	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Gasfitter	<input type="checkbox"/> Steam and Hot Water	<input type="checkbox"/> Oil Burner
<b>Journeyman</b>					
<input type="checkbox"/> Plumber/Gasfitter	<input type="checkbox"/> Warm Air Ventilation	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Gasfitter	<input type="checkbox"/> Steam and Hot Water	<input type="checkbox"/> Oil Burner

## Candidate Information

Last Name	First Name	Middle Name	Social Security Number
Residence Address (Your address of legal residence is required)			Date of Birth
City	State	ZIP Code	
Daytime Phone Number (including area code) (      )		Evening Phone Number (including area code) (      )	

If paying the application processing fee by credit card, please complete the information below.

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AM EXP	Card Number	Expiration Date
Name of Cardholder (Print)	Signature of Cardholder	

## Employment History (At least four years of on-the-job experience in trade-related category is required.)

Name and address of employers (start with present employer)	Date of Employment		Duties (including the types of tools used)	Types of equipment worked on (i.e. Chillers, Boilers, Air Conditioners, etc.)
	From	To		
1.				
2.				
3.				
4.				

**Record of Related Training** (Requires four years [576 hours] of applicable job-related education/training.)

Proof of education must accompany the application **or your application will be returned**. Provide documentation in the form of diplomas, transcripts, certificates, etc. to prove that you meet the qualifications to take an exam. Transcripts and certificates **must indicate the number of hours** of education completed.

Name of School	Course of Study	Date		Did you Graduate	Degree/Certificate
		From	To		
College/Trade School:					
College/Trade School:					
Apprenticeship Programs:					
Special Courses:  Note: Credit will not be given for Special Courses unless a written description of the course content is provided. This may include diplomas, transcripts and certificate of completion.					

**General Information**

**List any competency cards you currently hold for the City of Minneapolis or St. Paul.** You must attached copies of all current cards. Include trade and competency number: \_\_\_\_\_

**Check here if you are a Plumber/Gasfitter candidate.**  
You must attached a copy of your current and valid State of Minnesota Journeyman or Master Plumber License.

**Trade License Number:**  
 State # \_\_\_\_\_  Other: Type: \_\_\_\_\_ # \_\_\_\_\_

<b>STATE OF MINNESOTA</b> <b>COUNTY OF HENNEPIN</b>		<b>ss.</b>	<b>Read the following statement carefully and sign this application in the presence of a Notary:</b>  I solemnly swear that the information provided on this application is true and complete to the best of my knowledge. I understand that providing false information could result in the loss of my competency card. I authorize Prometric or the City of Minneapolis to verify this information to determine if I am qualified for the examination for which I am applying. I hereby authorize all current and previous employers to release job-related information upon the written request of Prometric or the City of Minneapolis.
Subscribed and sworn to before me this _____ day of _____, 20____.			
Notary Public: _____			
<b>Printed name</b>	<b>Date Signed</b>	<b>Signature</b>	

OFFICE USE ONLY	
Application received: Date: _____ By (initials) _____	Application approved: <input type="checkbox"/> Yes <input type="checkbox"/> No  If no, indicate date it is returned to candidate: _____