

VERIFICATION OF EXPERIENCE

City of Laramie Code Administration Division

P.O. Box C, Laramie, WY 82073

contractorlicensing@cityoflaramie.org

Phone: 307-721-5271 Fax: 307-721-5248

This form must be completed by a person knowledgeable of the applicant's experience.

Name of Applicant _____

Address _____

City _____ State _____ Zip Code _____ email _____

Name of Verifier _____

Address _____

City _____ State _____ Zip Code _____

Phone (_____) _____ email _____

Verifier's License Type & Number: _____

Licensing Authority Name: _____

Address _____

City _____ State _____ Zip Code _____

This applicant was employed by me from _____ to _____

Tell in your own words what you know of the applicant's experience. Describe the applicant's position and type of work performed. Give any other details that might aid in evaluating experience. Use reverse side if needed.

I certify that the above information is true and correct. _____

Signature of Verifier (Must be witnessed by Notary)

Date

State of Wyoming)

) SS.

County of Albany)

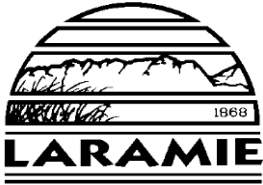
Signed before me on _____ day of _____

Month/ Year

(seal)

My commission expires: _____

Notary Signature



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CERTIFICATE OF QUALIFICATION INSTRUCTIONS AND INFORMATION

This packet contains a Verification of Experience. If you have any questions, contact the Code Administration Office at 307-721-5271.

No application will be considered unless it is complete and contains notarized verification for all work required to fulfill the education/experience requirements. You will be notified within 30 days of your application of any action taken.

Experience Required – City code requires each applicant for a Certificate of Qualification to have a minimum amount of experience in the trade in which they are making application. Experience is defined as any combination of direct, on-the-job training or education relevant to the trade and an official test result indicating **PASS** in the certification level that the applicant is applying for. An exam (test) administered by Pearson Vue or other approved governmental agencies with a **PASS** for the certification level that is being applied for is required, except for the certification level of Apprentice. An Apprentice must be employed by a licensed contractor and be under direct supervision of a contractor or journeyman.

Minimum experience requirements, in years:

	MASTER	JOURNEYMAN	APPRENTICE
Plumbing	3	4	*
Mechanical	3	4	*
Gas Service	2	3	*
Refrigeration	2	3	*
Fire Protection	2		
Petroleum Products	2		
Lawn Sprinkler	1		
Water/Sewer Utility	2		
Water Softener	1		

***Apprentice must be employed with a Licensed Contractor.**

Examination: All examinations for individual certification (Master & Journeyman) is administered through Pearson Vue for Wyoming Association of Municipalities (WAM) or International Code Council (ICC). Contact Pearson Vue for additional information: 877-234-6082 or PearsonVue.com. An official test result of **PASS** in the certification level of the applicant must be provided with the Certification of Qualification and Verification of Experience.

Fees: A fee for a Master/Supervisor, Journeyman, or Apprentice is required to obtain the certificate for the calendar year. The fee schedule is listed on the following page.

Renewals: Certificate of Qualification expires on December 31st of each year and shall be renewed by January 31st of the following calendar year. Any work performed after the expiration of the certificate and prior to obtaining a renewal of certificate is in violation. Certificate of Qualification renewed after January 31st shall require a new application to be filed with a new application fee.

Fee Schedule for Individuals:

Type	New	Renewal
Master/Supervisor	\$20.00	\$15.00
Journeyman	\$15.00	\$10.00
Apprentice	\$10.00	\$5.00

<i>Electrical</i>	<i>New</i>	<i>Renewal</i>
<i>Master</i>	<i>\$15.00</i>	<i>\$10.00</i>
<i>Journeyman</i>	<i>\$10.00</i>	<i>\$5.00</i>
<i>Apprentice</i>	<i>\$8.00</i>	<i>\$3.00</i>
<i>Contractor</i>	<i>\$200.00</i>	<i>\$25.00</i>