



Meeting Date: _____

Deadline: _____

Construction Trades Qualifying Board
APPLICATION FOR
PERSONAL CERTIFICATION
Exam or Non-Exam Categories

APPLICATION FEES

PERSONAL APPLICATION

Table with 2 columns: Application Category and Fee. Rows include Journeyman and Maintenance Man (\$240.00), Master and Installer (\$315.00), and Building/Building Specialties Personal Certificate (\$315.00).

NOTE: JOURNEYMAN AND MAINTENANCEMAN IS NOT A CONTRACTORS LICENSE.

MAKE CHECK PAYABLE TO: MIAMI-DADE COUNTY

Refunds may be granted under specific circumstances and in those cases, there will be a non-refundable processing fee of \$80. Refund requests must be made in writing no later than 180 calendar days from the board approval date. Original receipt must be presented for a refund.

APPLICATION SUBMITTAL

Return this application and all supporting documents by mail or hand deliver to the Miami-Dade County Regulatory and Economic Resources Department, Contractor Licensing Section, 11805 S.W. 26 Street, Room 207, Miami, FL 33175-2474. If you have questions, please contact one of the following Contractor Licensing staff at (786) 315-2880.

- List of Licensing Representatives and Supervisor: Karen Jackson, Juliet Arvelo, Julio Coronado, Melinda Thomas, Ronnie Diaz, Maxine Canovas, Jose Lezcano.

* For Engineering categories, return application and all supporting documents to the Public Works Department at 111 NW 1st Street, Suite 1510, Miami, FL 33128. For further information call (305) 375-2705.

FILING DATE

All Licensing applications must be reviewed and approved by the Construction Trades Qualifying Board. The completed application along with the supporting documents and fees must be received by the Board meeting deadline. A notice will be sent to the applicant indicating the results of Board and you may also contact us the following Monday after the meeting.

CONSTRUCTION TRADES QUALIFYING BOARD
LIST OF CERTIFICATION CATEGORIES

BUILDING

General Contractor**	BLDG	0001	4 years' experience - one as a supervisor/forman
Building Contractor**	BLDG	0002	4 years' experience - one as a supervisor/forman
Residential Contractor**	BLDG	0003	4 years' experience - one as a supervisor/forman

BUILDING SPECIALTIES

Caulking	BLDG	0009	2 years' experience
Canvas Awning	BLDG	0008	1 year experience
Communication Tower*	BLDG	0010	3 years' experience
Concrete Finishing	BLDG	0011	2 years' experience
Concrete Forming and Placing*	BLDG	0012	3 years' experience
Concrete Slab Sawing & Core Drilling*	BLDG	0013	1 year experience
Demolition*	BLDG	0015	3 years' experience
Door	BLDG	0016	1 year experience
Drywall*	BLDG	0017	1 year and 6 months
Fence*	BLDG	0018	1 year experience
Finish Carpentry	BLDG	0053	2 years' experience
Flagpole	BLDG	0019	1 year experience
Flooring	BLDG	0020	1 year experience
Garage and Industrial Door	BLDG	0022	1 year experience
Glass and Glazing*	BLDG	0023	3 years' experience
Gypsum Drywall Installer	BLDG	0115	2 years' experience
Gypsum Drywall Finisher	BLDG	0116	2 years' experience
Insulation and Acoustical Tile	BLDG	0025	2 years' experience
Limited Residential Repair	BLDG	0119	3 years experience
Lathing and Plastering*	BLDG	0026	3 years' experience
Decorative Concrete & Masonry Fence	BLDG	0027(CANNOT INSTALL FENCES)	1 year experience
Metal Awning & Storm Shutter*	BLDG	0029	1 year experience
Metal Decking & Siding*	BLDG	0031	3 years' experience
Metal Partition	BLDG	0032	1 year experience
Miscellaneous Metals*	BLDG	0034	3 years' experience
Ornamental Iron	BLDG	0035(CANNOT INSTALL FENCES)	2 years' experience
Painting	BLDG	0078	1 year experience
Pneumatic Concrete & Pressure Grouting*	BLDG	0038	3 years' experience
Pre-stressed Pre-cast Concrete Erection*	BLDG	0039	3 years' experience

***EXAM CATEGORIES - JOURNEYMAN AND MAINTENANCE CATEGORIES TAKE ONLY ONE PART EXAM (TECHNICAL). ALL OTHER CATEGORIES TAKE TWO PART EXAM (TECHNICAL AND BUSINESS). **CATEGORIES REQUIRING STATE REGISTRATION**

Public Seating	BLDG	0041	3 years experience
Reinforcing Steel Placing*	BLDG	0042	3 years' experience
Roof**	BLDG	0044	3 years' experience
Roof Deck*	BLDG	0046	1 year experience
Screen Enclosure*	BLDG	0048	1 year experience
Sheet Metal Gutter & Downspout	BLDG	0049	1 year experience
Shower and Tub Enclosure	BLDG	0050	1 year experience
Sign – Non Electric*	BLDG	0051	3 years' experience
Structural Steel Erection*	BLDG	0054	5 years' experience
Swimming Pool**	BLDG	0055	3 years' experience
Tennis Courts Surfacing	BLDG	0056	1 year experience
Traditional Thatched Hut	BLDG	0117	2 years' experience
Unit Masonry, Marble, Ext Veneer*	BLDG	0059	3 years' experience
Waterproofing	BLDG	0109	3 years' experience

MAINTENANCE

Building Maintenance*	BLDG	0007	1 year experience
Maintenance Electrician*	ELEC	0005	1 year experience
Mechanical Maintenance*	MECH	0012	1 year experience
Plumbing Maintenance*	PLUM	0004	1 year experience

ELECTRICAL

Journeyman Electrician*	ELEC		3 years' experience
Journeyman Burglar Alarm*	ELEC		3 years' experience
Journeyman Fire Alarm*	ELEC		3 years' experience
Journeyman Sign Electrician*	ELEC		3 years' experience
Master Electrician**	ELEC	0001	2 years as journeyman
Master Burglar Alarm**	ELEC	0002	2 years as journeyman
Master Electrical Utility**	ELEC	0008	2 years' experience
Master Fire Alarm**	ELEC	0004	2 years as journeyman
Master Low Voltage**	ELEC	0037	2 years' experience
Master Sign Electrician**	ELEC	0003	2 years as journeyman
Master TV Antenna*	ELEC	0006	2 years' experience

PLUMBING

Journeyman Plumber*	PLUM	0001	3 years' experience
Master Plumber**	PLUM	0001	2 years as journeyman
Lawn Sprinkler*	PLUM	0003	2 years' experience

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Master Pool Maintenance (limited)*	PLUM	0008	2 years' experience
Master Pool Maintenance (unlimited)*	PLUM	0009	2 years' experience
Master Swimming Pool Piping*	PLUM	0010	2 years' experience
Master Portable Chemical Toilets	PLUM	0005	2 years' experience

MECHANICAL

Journeyman Air Conditioning*	MECH	0004	3 years' experience
Journeyman Gasoline Tank & Pump*	MECH	0009	3 years' experience
Journeyman General Mechanical*	MECH	0001	3 years' experience
Journeyman Heating*	MECH	0010	3 years' experience
Journeyman Insulation*	MECH	0011	3 years' experience
Journeyman Pneumatic Control Piping*	MECH	0014	3 years' experience
Journeyman Pressure & Process Piping*	MECH	0016	3 years' experience
Journeyman Refrigeration*	MECH	0020	3 years' experience
Journeyman Room Air Conditioning*	MECH	0021	3 years' experience
Journeyman Sheet Metal*	MECH	0023	3 years' experience
Journeyman Steam Generator			
Journeyman Boilers & Piping*	MECH	0024	3 years' experience
Journeyman Warm Air Heating*	MECH	0027	3 years' experience
Master Air Conditioning Limited**	MECH	0002	2 years as journeyman
Master Air Conditioning Unlimited**	MECH	0003	2 years as journeyman
Master Ammonia Refrigeration*	MECH	0005	2 years as journeyman
Master Gasoline Tank and Pump*	MECH	0009	2 years as journeyman
Master General Mechanical**	MECH	0001	2 years as journeyman
Master Heating*	MECH	0010	2 years as journeyman
Master Insulation*	MECH	0011	2 years as journeyman
Master Pneumatic Control Piping*	MECH	0014	2 years as journeyman
Master Pneumatic Tube Conveyor*	MECH	0015	2 years' experience
Master Pressure & Process Piping*	MECH	0016	2 years as journeyman
Master Refrigeration & Air Condition**	MECH	0017	2 years as journeyman
Master Refrigeration Limited*	MECH	0018	2 years as journeyman
Master Refrigeration Unlimited*	MECH	0019	2 years as journeyman
Master Room Air Conditioning*	MECH	0021	2 years as journeyman
Master Sheet Metal*	MECH	0023	2 years as journeyman
Master Steam Generator			
Master Boiler and Piping*	MECH	0024	2 years as journeyman
Master Transporting Assembly Install*	MECH	0025	2 years as journeyman
Master Transporting Assembly			
Maintenance & Service*	MECH	0026	2 years' experience
Master Warm Air Heating*	MECH	0027	2 years as journeyman

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Construction Trades Qualifying Board

DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES
11805 S.W. 26 Street, Room 207
Miami, FL 33175-2474

PHOTOGRAPH

One recent photo must be attached

SECTION A: to be filled out by the individual that is filing for a **PERSONAL CERTIFICATION**

PLEASE TYPE OR PRINT (must be legible). An answer must be provided for each question. If a question does not apply indicate "N/A".

Trade category applying for _____

If exam category, provide exam Language preference if other than English _____

- Name _____ Last 4 digits of SS# _____
Phone: Home _____ Work _____ Pager or Cellular _____
Fax: _____ Email Address: _____
Address _____ City _____ State _____ Zip Code _____
Driver's License No. _____ Place of Birth _____ Date of Birth _____ Age _____

Include copy of Driver's License

- Number of years working in trade applied for: _____ Yrs. as a Trainee: _____ Yrs. as Journeyman: _____
- If applying for a MASTER examination and the prerequisite is a Miami-Dade County Journeyman certification, when did you pass the Journeyman examination? _____
- Have you previously taken an examination in Miami-Dade County in the category you are now applying for? Yes _____ No _____
If Yes, when? _____
- Were you previously denied in Miami-Dade County to take an examination? If yes, in which category and for which exam date?
Category _____ Exam date _____
- As a condition of this application, you will be responsible for becoming familiar with and abiding by the requirements of Chapter 10 of the Code of Miami-Dade County. Have you read Chapter 10 of the Code of Miami-Dade County? Yes _____ No _____
- Do you hold a certificate/license in any of the construction trades issued by any county or state board? Yes _____ No _____
If yes, attach copy.

IMPORTANT NOTE!

Before the Construction Trades Qualifying Board can review your application all trade experience must be documented by letters, W-2 forms, and/or other documentary proof of such experience from all subject employers. It is the applicant's responsibility to contact employers and obtain from them such documentary proof. In place of the letter, an 'Affidavit of Experience' form included with this application can be completed by the employer and provided upon filing the application.

TRADE EXPERIENCE

- List below your complete trade experience related to the category for which you are applying starting with the most recent. Be accurate and detailed and If additional space is needed please use back of this page.

						DATE	
						FROM: Month/Yr.	TO: Month/Yr.
Company	Street	City	State	Zip	License Number		
In what capacity did you work, or what did you do?							
Company	Street	City	State	Zip	License Number		
In what capacity did you work, or what did you do?							
Company	Street	City	State	Zip	License Number		

In what capacity did you work, or what did you do?							
Company	Street	City	State	Zip	License Number		
In what capacity did you work, or what did you do?							
Company	Street	City	State	Zip	License Number		
In what capacity did you work, or what did you do?							

EDUCATION

9. Please provide the following information about your educational background.

HIGH SCHOOL _____ City _____ State _____ Year _____

If applicable General Education Degree (GED) _____ City _____ State _____ Year _____

VOCATIONAL/TRADE SCHOOL _____ City _____ State _____ Year _____

COLLEGE _____ City _____ State _____ Year _____

DEGREE TITLE _____ Year Obtained _____

POST GRADUATE _____ City _____ State _____ Year _____

OTHER SCHOOLING (Military Service or other) _____

LIST RELEVANT SCHOOL COURSES TAKEN _____

LICENSURES _____

FUTURE BUSINESS INTENT
(Not applicable to Journeyman and Maintenceman applicants)

If you intend to go into business and qualify a company after obtaining your master or building personal certificate you must complete the appropriate business application for Board approval.

RESUME OF APPLICANT'S EXPERIENCE

In order for the CTQB to properly assess your experience in terms of authorized scope of work categories listed in Chapter 10 of the Code of Miami-Dade County, it is required that you complete this resume.

- 11. PLEASE EXPLAIN IN DETAIL THE WORK YOU HAVE PERFORMED IN THE FIELD IN CONJUNCTION WITH THE CATEGORY IN WHICH YOU ARE REQUESTING TO BE CERTIFIED. IN ADDITION, HIGHLIGHT THOSE JOBS THAT BEST DEMONSTRATE THE SKILLS REQUIRED FOR THE APPLICABLE TRADE.

(ATTACH ADDITIONAL SHEET IF NECESSARY)

I certify that the above described work and experience recorded represents to the best of my knowledge all information relative to the scope of work and category for which I am applying. I further certify that all supporting documentation submitted with this application is true and accurate. I understand that an issuance of a personal certificate does not permit me to act as a contractor in the trade concerned and in order to work in the trade I must be employed by a licensed contractor or apply for business certificate of competency. I realize that if I do contract without a contractor's business certificate of competency, I will face the possibility of receiving a fine of up to \$5,000 on each count and my personal certificate could be suspended or revoked by the Miami-Dade County Construction Trades Qualifying Board. I understand that refunds may be granted under specific circumstances but will not include a non-refundable process fee of \$80.

X _____
Applicant's Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ ,
20 ____ , by _____ , who is personally known to me or who has
produced a _____ as identification and who did / did not take an oath.

NOTARY PUBLIC



Construction Trades Qualifying Board AFFIDAVIT OF TRADE EXPERIENCE

MUST BE COMPLETED BY THE QUALIFIER VERIFYING EXPERIENCE and who is currently qualifying the company below

This is to certify that _____ is/was

employed or subcontracted by _____

located at _____

Telephone #: _____

from _____ to _____

His/her total length of time in the field was _____

The specific type of work performed consisted of the following:

License # _____ Issued by _____ as a

Contractor.

Signature: _____

Print: _____

STATE OF FLORIDA)

SS:

COUNTY OF DADE)

I hereby certify that on this ____ day of _____, A.D. 20____ before me did personally appear to me known to be the person described in and who executed the forgoing instrument and did acknowledge that he/she executed the same freely and voluntary and for the uses and purposes therein mentioned and that all statements contained therein are true and honest to the best of his/her knowledge.

WITNESS my signature at Miami, in the County and State aforesaid on the day and year last aforesaid.

NOTARY PUBLIC: _____

My commission expires

Educational Prerequisite for all Non-Examination Categories of Licensure

Each individual making application for a non-examination category of licensure, shall obtain , sixteen (16) hours of formal classroom training through attendance at courses provided by Miami-Dade County approved course sponsors.

Of the sixteen (16) hours, a minimum of one (1) hour shall be required in each of the following courses:

- (a) Workplace safety/OSHA**
- (b) Business practices**
- (c) Workers' compensation**
- (d) Laws and rules regulating the construction industry**

Acceptable topics of these courses are shown below:

- (a) Safety/OSHA topics include:** courses related to: OSHA safety; workplace safety programs; safety manuals; ladders and scaffolding; electrical safety; fire safety; and procedures for the safe use of tools and equipment.
- (b) Business practice topics include:** courses related to bookkeeping and accounting practices; managing cash flow; estimating and bidding jobs; negotiating and interpreting contracts and agreements; processing change orders; controlling purchasing; scheduling; controlling expenses; insurance and bonding related to construction; complying with payroll and sales tax laws; interpreting financial statements and reports related to construction; and the Florida Construction Lien Law, Florida Statute 713 Part I.
- (c) Workers' compensation topics include:** courses related to Florida Statute 440 compliance; drug free workplace; calculating and assigning workers' compensation costs; premium modification and adjustments.
- (d) Laws and rules topics include:** courses related to Chapter 10 of the Code of Miami-Dade County, Florida Statute 553 Part IV and other construction contracting rules and regulations.

Miami-Dade County approved courses shall be used to satisfy any remaining elective hours of required training necessary to complete the mandatory minimum of sixteen (16) hours. These courses may include topics related to:

- **Trade specific knowledge**
- **The Florida Building Code**
- **Ethics**
- **EPA lead renovation procedures**
- **Construction liability insurance requirements**
- **Contract administration and project management activities**
- **Operation of a construction contracting firm**

CHECKLIST

Personal Application-Exam or Non-Exam

Copy of Drivers License

Copy of Social Security Card

Passport Size Photograph

Notorized Experience Letter/Affidavit (ORIGINAL ONLY) from a licensed contractor and signed by the qualifier verifying required experience AND/OR W-2's.

If master application in electrical, plumbing or mechanical categories it's recommended both experience letter and W-2's.

If journeyman application both experience letter AND W-2's are required. W-2's must reflect full time employment.

If waterproofing category also provide a certificate as an installer for a waterproofing manufacturer-ORIGINAL DOCUMENT.

Completed Application(s) Signed & Notarized

Fee(s)

*** INCOMPLETE APPLICATIONS WILL BE RETURNED***